

STANDING OPERATING PROCEDURE

FOR

FOOD SERVICE



MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA

RETURN TO CENTRAL FILES
WITHIN 48 HOURS

UNITED STATES MARINE CORPS
Marine Corps Base
Camp Lejeune, North Carolina 28542

BO P10110.10B
FOOD/RAT/pam
02 JUN 1981

BASE ORDER P10110.10B

From: Commanding General
To: Distribution List

Subj: Standing Operating Procedure for Food Service

Encl: (1) LOCATOR SHEET

Reports Required: List, page iii

1. Purpose. To promulgate the standing operating procedure for Food Service.
2. Cancellation. BO P10110.10A.
3. Action. The Food Service Program will be operated in accordance with this Order.
4. Effective Date. The provisions of this Order are effective upon receipt.
5. Summary of Revisions. This revision contains a substantial number of changes and should be completely reviewed.
6. Recommendations. Suggestions and recommendations concerning this Order are invited and should be submitted to the Commanding General (Attn: Base Food Service Officer).
7. Applicability. Having received the concurrence of the Commanding Generals, 2d Marine Division, FMF, and 2d FSSG (Rein), FMFLant, and the Commanding Officer, MCAS(H), New River, this Order is applicable to those commands.
8. Certification. Reviewed and approved this date.

Fridell
J. R. FRIDELL
Chief of Staff

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**RETURN TO CENTRAL PUCH
WITHIN 48 HOURS**

STANDING OPERATING PROCEDURE FOR FOOD SERVICE

LISTING OF REPORTS REQUIRED

		<u>REPORT SYMBOL</u>	<u>PARAGRAPH</u>
I	PERSONNEL ROSTER	EXEMPT: NO REPORT SYMBOL REQUIRED	101.12
II	UNSATISFACTORY MATERIEL REPORT	DD-10110-06	101.13
III	APPOINTMENT OF AUTHORIZED RECEIVING PERSONNEL	EXEMPT: NO REPORT SYMBOL REQUIRED	101.14
IV	SUBSISTENCE INVENTORY	MCBCL-10110-01	201.4
V	NAVMC 708 CARD (SUBSISTENCE) ADJUSTMENT LETTERS	EXEMPT: NO REPORT SYMBOL REQUIRED	201.4h
VI	ADJUSTMENT LETTERS DUE TO SURVEY OF SUBSISTENCE ITEMS	EXEMPT: NO REPORT SYMBOL REQUIRED	201.4i
VII	MAN-DAY FED REPORT	EXEMPT: NO REPORT SYMBOL REQUIRED	301.4
VIII	MEMORANDUM OF MEAL AUTHORIZATION BY MAN-DAYS	EXEMPT: NO REPORT SYMBOL REQUIRED	301.5
IX	APPOINTMENTS OF CASHIERS AND CUSTODIANS	EXEMPT: NO REPORT SYMBOL REQUIRED	501.1b
X	PAID SUPERNUMERARY RATION REGISTERS	EXEMPT: NO REPORT SYMBOL REQUIRED	501.5b
XI	MONTHLY AUDIT OF MAN-DAY FED REPORTS AND FUNDS HELD BY CUSTODIANS	EXEMPT: NO REPORT SYMBOL REQUIRED	501.7
XII	RESPONSIBLE OFFICER ASSIGNMENT LETTERS	EXEMPT: NO REPORT SYMBOL REQUIRED	701.2d
XIII	MINOR PROPERTY INVENTORY	MCBCL-7320-01	701.10b
XIV	MONTHLY AUDIT OF CO ² AND SYRUP CONTAINERS	EXEMPT: NO REPORT SYMBOL REQUIRED	701.10c
XV	PENDING WORK REQUEST REPORT	EXEMPT: NO REPORT SYMBOL REQUIRED	701.11c
XVI	QUALITY DEFICIENCY REPORT	EXEMPT: NO REPORT SYMBOL REQUIRED	701.17
XVII	CHEF OF THE QUARTER AWARD LETTERS	EXEMPT: NO REPORT SYMBOL REQUIRED	1101.6a

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SECTION I101. CONTROL AND ADMINISTRATION OF FOOD SERVICE PROGRAM

1. Control. The management control of all enlisted dining facilities of the consolidated food service system is exercised by the Commanding General, Marine Corps Base, through the Assistant Chief of Staff, Logistics, and the Base Food Service Officer. The operational control of each dining facility is exercised by the commanding officer of the unit designated to operate the enlisted dining facility.

2. General Administration. The Commanding Generals, Marine Corps Base; 2d Marine Division, FMF; and 2d Force Service Support Group (Rein), FMFLANT, will designate a unit to operate each enlisted dining facility and the units to be subsisted therein, in areas assigned their respective units. Dining facilities are identified by the number of the building occupied.

a. Commanding officers of the following Marine Corps Base organizations are assigned operational control of the designated dining facility:

- (1) Headquarters Battalion - Dining Facility 9
- (2) Marine Corps Service Support Schools - Dining Facility M-424 and Food Service School
- (3) Marine Corps Engineer School - Dining Facility BB-7
- (4) Support Battalion - Dining Facility 1209
- (5) Rifle Range Detachment - Dining Facility RR-3
- (6) Correctional Facility - Dining Facility 1041
- (7) Marine Corps Air Station (H), New River - Dining Facilities MCAS-226 and MCAS-4012

b. Unit commanders designated to operate an enlisted dining facility shall notify, by letter, his respective food service officer and the Base Food Service Officer ten days prior to the opening or closing of a dining facility.

c. Fleet Marine Force units vacating dining facilities will ensure that all subsistence items, garbage and trash are removed; electricity and gas equipment turned off; ranges and refrigerators cleaned and doors left open, and the building placed in a proper state of police. All items of government property will be inventoried by the responsible officer and rear echelon commander. Upon completion of the inventory and, within twenty-four hours, the rear echelon commander will arrange for signing of the Consolidated Memorandum Receipt maintained by the Base Food Service Operations Officer. Upon the signing of the Consolidated Memorandum Receipt by the rear echelon commander, the old responsible officer will be relieved of his responsibilities of this account. Minor property such as silverware, cups, cooks and food service attendants' clothing, meat slicers, etc., will be secured in a locked interior room and all keys to the building turned over to the rear echelon commander.

3. Commanding Officer Responsibilities. Unit commanders operating enlisted dining facilities will:

a. Assign in writing a unit dining facility officer for the detailed supervision of the dining facility who will be guided in the performance of his duties by the provision of the current editions of MCO P10110.14 and MCO 10110.34. This assignment will be maintained on file at the dining facility and a copy provided to the Base Food Service Officer.

b. Designate hours of serving of all meals, commensurate with the needs of the command, keeping the serving of meals at irregular hours to a minimum.

c. Assign dining facility attendants in accordance with the current edition of MCO P5320.5, PRCM. A minimum of one dining facility attendant should be assigned for each twenty-five enlisted personnel actually subsisted or major portion thereof, based on the previous month's Man-Day Fed Report.

(1) Dining facility attendants assigned to dining facilities within the Camp Lejeune Consolidated Food Service System are tasked primarily with duties involving dining facility clean-up and sanitation. Their duties also include other tasks associated with the daily receiving, issuing, preparation, and serving of food.

(2) The duties of the dining facility attendants are such that they often work close to, or are required to interrelate with the dining facility patrons as well as work with the food prepared and served. Consequently, their attitude and performance will have a definite impact on the health, morale, and welfare of personnel subsisting in the dining facility. For this reason, commanders should not assign personnel considered to be derelicts, misfits, or incorrigibles to the dining facility.

(3) Prior to assignment, commanders will ensure that personnel selected for duty as dining facility attendants:

(a) Are given a complete medical examination in accordance with the Manual of Naval Preventive Medicine, NAVMED P5010, and that they obtain written clearance to work in a food service facility.

(b) Are physically capable of performing assigned duties.

(c) Are not being assigned as a result of disciplinary action or as a means of punishment.

(4) Dining facility attendants will be assigned for a period of thirty days, during which they may not be assigned additional duties.

d. Require the unit Officer of the Day to be present at the serving of, and sample all regular meals to report the quality and quantity of the food, monitor the amount of plate waste discarded by troops, observe performance of meal signature supervisors and to complete the space provided for "comments by OOD" on the Cook's Work Sheet.

e. Ensure that the serving of meals, combat, individual, in the field is not supplemented by items of "A" rations.

f. Ensure that no subsistence items, including coffee grounds, sugar and milk, and property items such as cups and silverware are removed from the dining facility for use in coffee messes, living spaces, etc.

g. Ensure that garrison type food service equipment and supplies are not removed from the enlisted dining facility to support field operations.

h. Ensure proper portion control to preclude flagrant waste or removal from the dining facility area any part of the meal.

i. Ensure that Section IV (Sale of Meals from the Dining Facility) and Section V (Control of Dining Facility Funds) of this Order are complied with.

j. Ensure that a continuous Patron Education Program is in effect in accordance with the current edition of MCO P10110.14. This is to be a part of the reporting indoctrination training and incorporated into the command training schedules on at least a semi-annual basis.

k. Submit a Man-Day Fed Report and the Daily Memorandum of Meal Authorization by Man-Days in accordance with paragraphs 301.6 and 301.7 of this Order.

l. Ensure that a smoking area is designated and posted based upon the number of smokers and nonsmoking patrons that utilize the dining facility as required by the current edition of BO 6200.3.

m. Ensure that a fourth convenience type meal is not served. Early and late meals may be served on a non-scheduled basis; however, precautions must be taken to ensure that an individual does not receive more than three meals in a given day.

4. Duties of Base Food Service Officer. The Base Food Service Officer will be guided in the performance of his duties by the provisions of the current edition of MCO P10110.14, and is responsible for:

a. The ~~Organization~~, ~~administration~~, and ~~operational control~~ of the ~~Administrative Section~~ and ~~Property Section~~. Ch 1

a.b. Conducting surveys on food, equipment, and food service personnel, as necessary or when directed by the Assistant Chief of Staff, Logistics.

b.c. Acting as a consultant on the assignment of all personnel of Occupational Field 33 and MOS 3061.

c.d. Cooperating with, and coordinating the activities of, food management teams when visiting Marine Corps Base dining facilities.

d.e. Preparing and publishing menus as approved by the menu planning board.

e.f. Advising the Subsistence Officer on the need, acceptability, and desirability of subsistence items.

f.g. Initiating corrective action when needed pertaining to the receipt, storage, preparation, and serving of food in Marine Corps Base dining facilities.

h. Advising the Assistant Chief of Staff, Logistics, on the adequacy of subsistence items when required.

i. Maintaining an adequate supply of official food service publications.

j. Advising the Maintenance and Public Works Officers regarding the functional layout of equipment on new construction of dining facilities.

k. Making monthly or weekly staff visits of all Marine Corps Base dining facilities. Making periodic visits of all other dining facilities within the consolidated food service system with their respective food service officer, relative to support provided by Marine Corps Base.

l. Conducting quarterly food service inspections to determine the "Best Dining Facility" of Marine Corps Base units.

5. Duties of Food Service Operations Officer. The food service operations officer will be guided in the performance of his duties by the provisions of the current edition of MCO P10110.14, and is responsible for:

a. Overall supervision of the Property Section within the Base Food Service Division which includes dining facility property control and maintenance procedures. These duties are outlined in detail in Section VII of this Order.

b. Prepares and certifies a recapitulation of the daily Memorandum of Meal Authorization by Man-Days and daily Man-Day Fed Reports.

c. Prepares the Subsistence Operational Analysis Report (NAVMC Form 10369-SD) for certification by the Assistant Chief of Staff, Logistics.

d. Overall supervision of the Operations Section within the Base Food Service Division.

6. Duties of Unit Dining Facility Officer. Commanding officers responsible for the operation of dining facilities will normally assign the following duties and responsibilities to unit dining facility officers:

a. The maintenance of a record of financial status of the dining facility as set forth in the current edition of MCO P10110.14.

b. Ensure that food is prepared and served in an efficient, tasty, and appetizing manner in accordance with the current edition of MCO P10110.16 (Armed Forces Recipe Service).

c. Make frequent inspections of the dining facility to ensure that acceptable standards of the sanitary condition of the dining facility are maintained.

d. The proper requisition, storage, and control of food in the dining facility as set forth in the current edition of MCO P10110.14 and Section VI of this Order.

e. Supervise the activities of the unit authorized custodian.

f. Require that food service personnel become thoroughly familiar with their responsibilities and duties.

g. Be responsible for food service property issued to the unit dining facility; take periodic inventory of this property; request disposition of excess and unserviceable items; and request property, as required.

h. Be responsible for the preparation and accuracy of reports required of the dining facility.

i. Prepare and maintain a turnover folder that will assist a relief in assuming the duties of the dining facility manager.

j. Ensure that the dining facility manager is informed of the estimated number of personnel to be served, and in those instances where other organizations are being subsisted in a dining facility under his cognizance, to establish liaison with those organizations for the same purpose.

k. The proper collection and disposal of funds for paid supernumerary rations, and the proper reporting thereof in accordance with the provisions of Section IV of this Order and the current edition of MCO P10110.14.

l. The observance of practices of supply discipline within the dining facility.

m. The proper utilization of the Cook's Work Sheet as set forth in the current edition of MCO P10110.14.

n. Furnish the Food Service Operations Officer with complete inventories at the end of each month as outlined in paragraphs 201.4 and 701.10 of this Order.

o. Monitor and check to ensure that the informal training program discussed in paragraph 101.10 of this Order is being conducted properly on the form indicated in figure 1, appendix A, and maintained at the dining facility. A report of the training conducted will be submitted with the monthly personnel rosters. Ch 1

7. Duties of Dining Facility Manager. The dining facility manager is responsible to the unit dining facility officer for the operation and control of the dining facility. He is in charge of all details of the dining facility operation and delegates specific supervision and duties to others. His detailed duties and responsibilities are listed below:

a. Supervises and requires compliance with the current edition of MCO P10110.16 (Armed Forces Recipe Service).

b. Supervises and requires preparation and use of Product Sheet, NAVMC 10616; Produce Requirement Sheet, NAVMC 10615; and Meal Signature Record, NAVMC 10789 in accordance with the current edition of MCO P10110.14.

c. Prepares the Cook's Work Sheet, NAVMC 36 and adjusts portions to prepare of the menu in accordance with patron acceptability and leftovers to reduce food waste.

d. Determines troop acceptability of food items by usage data obtained from Cook's Work Sheet, Product Sheets, and other control forms used in operation of the dining facility.

e. Inspects the serving lines throughout meal periods to determine quality and quantity of food being served, attitude, appearance, and posture of food service personnel serving food and initiates corrective action as required.

- f. Takes necessary action to ensure proper use of food and the elimination of all food waste.
 - g. Establishes operating and working procedures for cooks, bakers, and other production personnel. Becomes thoroughly familiar with the amount of manpower required for the various duties in the dining facility and assigns duties as necessary for the successful operation of the dining facility.
 - h. Holds frequent meetings with dining facility personnel to discuss the preparation, cooking, and serving of foods, problems concerning the dining facility, and methods to improve overall efficiency.
 - i. Trains personnel in proper and accepted dishwashing procedures.
 - j. Instructs and trains all dining facility personnel and monitors the instructions provided by other members of the dining facility staff.
 - k. Makes recommendations for promotions and assignments as well as for training, and develops subordinates for future positions.
 - l. Ensures that only authorized persons are allowed to consume or draw food items in the dining facility and that all are properly reported.
 - m. Maintains an up-to-date estimated financial status and a true financial status with the latest known figures available.
 - n. Maintains a cook/dining facility attendant log book of significant events which transpire in the dining facility on a daily basis. The log is to be maintained in chronological order.
 - o. Inspects dining facility personnel for cleanliness daily.
 - p. Ensures that the dining facility building equipment, and outside area are kept in a sanitary condition in accordance with the Manual of Naval Preventive Medicine, NAVMED P5010, Chapter 1.
 - q. Inspects appliances and equipment frequently and reports repairs or work requests or phone log for emergency maintenance.
 - r. Ensures the meal signature supervisor is informed of his duties and that all persons subsisting at government expense possess Meal Cards authorizing them to subsist in the dining facility. Ensures that each individual documents required information on the Meal Signature Record in accordance with the current edition of MCO P10110.14.
 - s. The dining facility manager will ensure successful operation of the dining facility through aggressive food management, systematic training, energetic, and forceful leadership.
 - t. Requisitions subsistence items and food service property in accordance with current directives.
 - u. The dining facility manager will attend dining facility managers' meetings. Pertinent information as it affects the food service program will be discussed.
 - v. The dining facility manager is responsible for the propriety and conduct of diners. Personnel that cannot conduct themselves with proper decorum shall be reported to the Officer of the Day (OOD).
 - w. Ensure that requisitions are turned in to Food Service in accordance with the schedule contained in paragraph 601 of this Order.
 - x. Maintain daily cost analysis as depicted in figure 2, appendix A. After signature by the dining facility officer, provide a copy to the Base Food Service Officer.
 - y. In the event subsistence items are suspected of spoilage or other visible deterioration, the Base Veterinarian is to be contacted to conduct a survey of the suspect items to receive appropriate credit.
8. Duties of the Chief Cook. The chief cook on watch will be responsible to the dining facility manager for the operation of the galley and the activities of all cooks, bakers, and dining facility attendants assigned.
- a. The tour of duty for the chief cook will be as directed by the dining facility manager. During the chief cook's tour, he will remain in the dining facility.
 - b. He will be responsible for such special meals and sandwiches as may be directed by the dining facility manager, as well as the cleanliness of the galley, galley equipment, food preparation, and serving utensils.
 - c. He will personally supervise and require preparation and utilization of Cooks Produce Requirement Sheets and Product Sheets in accordance with current directives.
 - d. He will observe and enforce the rules of personal hygiene and dining facility sanitation in accordance with the Manual of Naval Preventive Medicine, NAVMED P5010, Chapter 1, and this Order.
 - e. He will personally muster and inspect the morning cooks watch prior to commencement of breakfast meal preparation. The oncoming evening watch will be mustered and inspected prior to commencement of the noon meal.

f. During meal periods he will detail one cook to supervise each food line and provide complete instructions for the meal concerning the quantity to be served. He will personally demonstrate for each cook assigned the amount of food to be placed on each dish.

g. He will assign and schedule the work of the cooks on watch and the dining facility attendants assigned to the galley, and will train them in the performance of their duties.

h. He will adhere to the recipes in the current edition of MCO P10110.16, Armed Forces Recipe Service, as well as prescribed cooking practices, in order that maximum nutrients may be obtained and to minimize cooking loss.

i. He will be responsible for good order and discipline of the cooks during his watch. No loud or profane language, unnecessary noise or skylarking will be allowed in the dining facility at any time.

j. After each meal, the chief cook will check with the dining facility manager for instructions regarding leftovers and how they can be utilized to the best advantage. All leftovers will be recorded in red ink on the Cooks Work Sheet for the meal utilizing the leftovers, in accordance with the current edition of MCO P10110.14. Disposition of leftovers will be as indicated below:

(1) All leftovers are to be covered with wax paper or plastic wrap with the time and date of preparation affixed. Example: 0700, 19 April 1981. Entries are to be made using a grease pencil or felt tip pen.

(2) All leftovers will be consumed within 36 hours in accordance with the Manual of Naval Preventive Medicine.

(3) Serve leftovers in other than their original form whenever possible.

(4) Always refrigerate leftovers until they are to be utilized.

(5) Discard when of no further use.

k. When assuming the watch, the chief cook will consult with the dining facility manager regarding any special feeding requirements.

l. He will be responsible for the accurate completion of the Cooks Work Sheet in accordance with current directives. He will inspect food preparation and serving utensils to be certain that the items are clean and sanitary and that the equipment is returned or stored in its proper place when not in use.

m. Prior to dismissing the watch at noon, the off-going chief cook will ensure that the galley is in a state of order and cleanliness which is satisfactory to the chief cook relieving him.

n. The off-going chief cook will advise the oncoming chief cook concerning any information that may pertain to his watch.

o. A clean-as-you-go policy will be enforced in the galley. The chief cook will be responsible for the enforcement of such orders as may be necessary to ensure the success of this policy.

p. The chief cook will be responsible for the conservation of utilities in the galley. All gas, electricity, water, and steam appliances will be turned off when not in use.

q. The chief cook will take the necessary action to ensure the proper and economical utilization of food and elimination of waste.

r. He will instruct the cooks and dining facility attendants assigned to the vegetable preparation room regarding the proper procedures for preparation of all vegetables and salads in accordance with the current edition of MCO P10110.16.

s. The chief cook will instruct individuals on his watch as to the time to report for duty, prior to securing each day.

t. In the absence of the dining facility manager, the chief cook will report in a military manner and accompany any Officer of the Day, Special Staff Duty Officer, or inspecting officer who is visiting the dining facility for inspection purposes or staff visits. The chief cook will report the results of such visits/inspections to the dining facility manager immediately upon his return to the facility.

9. Official Publications

a. The proper operational guides of Marine Corps dining facilities are contained in the following official publications which are required in each dining facility:

(1) MCO P10110.14, Food Service and Subsistence Management Manual

(2) Federal Supply Catalog Price List. Federal Supply Catalog Price List, C8900-PL, furnishes standard prices for specification subsistence items, identified in the Federal Supply Catalog Stock List.

(3) MCO P10110.16, Armed Forces Recipe Service. Provides instructions and guidance for the preparation of food in Marine Corps dining facilities.

(4) MCO P10110.17, Marine Corps Menus. Provides the various types of menus that they may be used as guides for feeding personnel in dining facilities.

(5) MCO P10110.25, Standard "B" Ration for the Armed Forces. Provides instructions and guidance for requisitioning, preparing, and issuing the "B" ration.

(6) NAVMED P5010, Manual of Naval Preventive Medicine. See Chapter I.

(7) MCO P10110.35, 42 Day Armed Forces Menu. Provides instructions for the preparation of menus for use in dining facilities.

(8) Marine Corps Base Food Service Bulletin 90-79, Energy Conversation in Enlisted dining facilities.

b. For additional information on publications pertaining to food service operations, refer to the current edition of MCO P10110.14, Food Service and Subsistence Management Manual.

10. Training. Dining facilities will establish and maintain an informal training program for food service personnel, to be included in the battalion training schedules, and consisting of a minimum of four hours per calendar month. An individual record will be maintained by the dining facility on the attendance of such training. The status of enrollment and progress of correspondence courses will also be entered on the individual's training record. This information will be recorded on the form indicated on figure 1, appendix A.

11. Food Service Planning Board. A food service planning board, consisting of the tri-command food service officers, subsistence officer, selected unit dining facility managers, one staff NCO, one NCO, and three junior enlisted personnel other than food service to be designated; and a representative from the Medical Department will meet annually. Unit dining facility officers are encouraged to participate. The following functions and procedures apply to the board:

a. Menu. Using the current edition of MCO P10110.35 as a guide, the proposed menu will be discussed on the basis of availability of subsistence items, climatic conditions, command requirements, cost limitations, and troop acceptability; and the menu submitted, as recommended by the board to the Assistant Chief of Staff, Logistics for approval.

b. Planning. Pertinent information, as it affects the food service program, should be gathered by all members during the twelve months prior to the meeting to ensure that there is valid information available to insert into the new master menu.

12. Monthly Personnel/Training Rosters. Each Base organization having operational control of a dining facility will submit to the Base Food Service Officer, prior to the third day of the month, an up-to-date personnel/training roster reflecting on-board strength of all occupational field 3300/3061 personnel on their rolls, including training conducted during the month, using figure 3, appendix A as the format.

13. Unsatisfactory Material Report (UMR). Dining facility officers/managers are encouraged to submit a UMR on unsatisfactory food products received at the dining facility. These UMRs are to be submitted via the respective food service officer to the Base Food Service Officer. An example is provided in figure 4, appendix A. Additional assistance can be obtained from the Base Food Service Operations Officer.

14. Subsistence

a. The dining facility officer is to provide the Base Food Service Office one 3x5 card monthly with names and sample signatures of personnel authorized to receipt for subsistence supplies. No more than four individuals from each dining facility will be authorized, unless a waiver is authorized in writing by the Base Food Service Office due to operational commitments, training of personnel, etc.

b. In order to properly segregate duties, personnel who are authorized to receipt for subsistence should not be the same personnel who maintain NAVMC 708 Card records for the dining facility.

15. Key Control. Two sets of keys will be maintained for the storage areas, entrance doors, and all other areas of the dining facility requiring lock and key security. One set of keys should be turned in to the respective unit officer of the day upon securing of the dining facility each night. A duplicate set should be maintained in a locked, secure key locker in the dining facility, with access limited to the dining facility officer, dining facility manager, or assistant dining facility manager.

SECTION II201. GENERAL INSTRUCTIONS GOVERNING FOOD SERVICE PROCEDURES

1. Authority. The scope and authority for the food service program are contained in paragraph 4301 of the Marine Corps Manual.
2. Organization. Organization of the food service program is contained in the current edition of MCO P10110.14.
3. Internal Control of Subsistence Items in The Dining Facility. The procedures outlined in the current edition of MCO P10110.14 will be followed to provide a positive internal control for subsistence items in a uniform manner.
4. Inventories of Subsistence Items in the Dining Facility
 - a. On the last day of the month, after the required subsistence items have been issued for the preparation of the evening meal, the dining facility officer will physically inventory all subsistence items on hand utilizing the two part mechanized inventory listing provided by Base Food Service, as depicted in figure 5, appendix A. The results of this inventory and inventory adjustments, if required, will be entered in red ink on the Stock Record Cards maintained in each dining facility.
 - b. The mechanized inventory listing will be provided in two parts. The original is to be forwarded to Base Food Service. The duplicate will be retained on file in the dining facility.
 - c. All subsistence items will be arranged alphabetically by category, i.e., perishable, nonperishable.
 - d. Enter the total quantity on hand in the block provided on the right hand side of the listing. Entries must be to the nearest whole unit and the same unit of issue as the listing.
 - e. The completed inventory will be returned to Base Food Service by 1600 on the first working day following the inventory accompanied by certification by the unit dining facility officer, as depicted in figure 5, appendix A.
 - f. If subsistence items are on hand and not on the inventory listing, dining facility officers will list these items citing nomenclature, unit price, quantity, and extended totals on a separate list and forward to Base Food Service with the mechanized inventory listing.
 - g. Complete subsistence inventories will be taken at the closing of an enlisted dining facility in order to obtain operating cost figures for the retiring unit. Disposition of inventories will be determined by the respective food service officer and the food service operations officer.
 - h. Adjustment due to Inventory Loss/Gain. A letter of adjustment (figure 6, appendix A) will be prepared listing all inventory gains or losses, with complete justification and approval by the Commanding Officer having operational control of the dining facility. A copy of the adjustment letter will be forwarded to the Commanding General, Marine Corps Base (Attn: Base Food Service Officer). The signed original form will be retained on file in the dining facility for the life of the respective NAVMC 708 Card.
 - i. Adjustment due to Survey. The dining facility officer will initiate the request for survey in letter form to the Commanding General, Marine Corps Base (Attn: Base Food Service Officer) via the appropriate chain of command. The request shall contain a copy of the veterinary/medical officer's recommendations. In addition to that provided by the medical officer, the following data will be included on each survey request:

(1) Name of the article (s)

(2) Quantity

(3) Total cost price

(4) Date of receipt

(5) Other pertinent data for evaluating the cause of loss, such as improper holding temperatures, storage conditions, condition upon receipt, and handling damage.

5. Night Meals, Box Lunches, and Flight Rations

a. Night Meal. A night meal is a meal served in the dining facility during the late evening or early morning hours.

(1) The conversion factor used will depend on whether the breakfast or dinner menu is served.

(2) This meal will take the place of a regular meal.

(3) This meal will not be a convenience type meal, but will be served to personnel who could not attend the regular meal.

b. Box Lunches. The box lunch is meant to provide a suitable meal for personnel who cannot possibly be fed a hot meal in the dining facility because of the nature of the performance of their official duties, and should be prepared with the same expertise and interest as preparing meals.

(1) The box lunch will replace a meal and will not be served in addition to the regular meal.

(2) Each box lunch will be stamped with the stamp provided by the Base Food Service Office to consist of the following information:

DATE

THIS BOX LUNCH (NON-FLIGHT) WAS PREPARED BY _____ AT _____
HOURS

ON _____, AND MUST BE CONSUMED PRIOR TO _____ ON _____
DATE HOURS DATE

(3) Issue and control of box lunches is the responsibility of the commanding officer operating the dining facility.

(a) Requests for box lunches and other meals for consumption outside the dining facility must be submitted to the dining facility utilizing figure 7, appendix A. Persons not entitled to rations in-kind will pay for box lunches prior to pick-up. Such requests must be justified and kept to a minimum.

(b) Requests must include the names of persons entitled to rations in-kind and their Meal Card numbers. The names of personnel not entitled to subsist at government expense are to be included and designated by an asterisk. All such requests will be attached to the appropriate Meal Signature Record to justify ration credits for such meals.

(c). A certification of the Meal Signature Record will be made by the person picking up box lunches.

(d) NAVMED P-5010, Manual of Naval Preventive Medicine, contains guidance regarding sanitary precautions in the handling of box lunches.

c. Flight Rations. requests for flight rations must contain names and Meal Card numbers of personnel.

6. Recreation Parties

a. The commanding officer having operational control of the dining facility may authorize the furnishing of subsistence from the dining facility for recreational

events instead of a dining facility meal, provided the majority of personnel to be attending are authorized subsistence in-kind.

b. Commanding officers or section heads desiring meals for organized recreation parties will submit figure 7, appendix A to the unit commander responsible for the operation of the dining facility in which they normally subsist. The requests must reach the dining facility concerned five working days prior to the party, for preparation of the food and will include the following information:

(1) Name of officer or NCO in charge.

(2) The total number of personnel not entitled to subsist at government expense; i. e., commuted rations, officers, or authorized civilians.

(3) The total number of personnel authorized to subsist at government expense, to include Meal Card numbers and a roster of names.

(4) Date, time, and place party is to be held.

c. After approval of the request, the commanding officer will direct the designated officer or NCO in charge to contact the dining facility manager for instructions relative to the handling of funds, signing of the Meal Signature Record, when food will be available for pick-up and other related matters. Charges will be as currently prescribed for the meal the party rations replace, and payment will be made prior to pick-up of meals. Officers and authorized civilians will pay food cost and surcharge.

d. Block signatures are not authorized on the Meal Signature Record for recreational events.

e. The subsistence items will be limited to picnic-type items, such as cold cuts, frankfurters, hamburgers, potato salad, etc.

f. Leftovers from recreational parties are to be recorded on the Cooks Work Sheet in the same manner as any leftovers or discarded food used in the dining facility.

7. Hot Field Meals

a. The commanding officer having operational control of the dining facility may authorize the furnishing of subsistence from the dining facility for field exercises.

b. Commanding officers or section heads desiring meals for field exercises will submit figure 7, appendix A to the unit commander responsible for the operation of the dining facility in which they normally subsist. The requests must reach the dining facility concerned five working days prior to the exercise, for preparation of the food and will include the following information:

(1) Name of officer or NCO in charge.

(2) The total number of personnel not entitled to subsist at government expense; i.e., commuted rations or officers.

(3) The total number of personnel authorized to subsist at government expense, to include Meal Cards and a roster of names.

(4) Date, time, and place field meals will be served.

c. After approval of the request, the commanding officer will direct the designated officer or NCO in charge to contact the dining facility manager for instructions relative to the handling of funds, signing of the Meal Signature Record, when food will be available for pick-up and other related matters. Charges will be as currently prescribed for the meal the hot field meal replaces, and payment will be made prior to pick-up of meals. All personnel will pay the food cost only, unless they are receiving per diem, in which case they will be required to pay the food cost and surcharge.

d. Block signatures are authorized on the Meal Signature Record for hot field meals.

e. The subsistence items provided will be the items which are served in the dining facility or the same meal.

f. Leftovers from hot field meals are to be recorded on the Cooks Work Sheet in the same manner as any leftovers or discarded food used in the dining facility.

- ➡ 8. Decorated cakes for Official Functions. Decorated cakes for the Marine Corps Birthday ceremonies will be prepared within the Consolidated Food Service System at Camp Lejeune. All nonappropriated fund activities will provide reimbursement for cost of goods.

SECTION III301. ACCOUNTING FOR PERSONNEL FED

1. Meal Signature Record. The Meal Signature Record (NAVMC 10789)(figure 8, appendix A) will be used in accordance with the current edition of MCO P10110.14.

a. The unit commander responsible for the operation of the dining facility will be responsible for providing sufficient personnel other than those personnel associated with the operation of the dining facility on a 30 day basis to supervise the identification of personnel and recording of signatures of those personnel authorized to subsist in the dining facility. Figure 9, appendix A, outlines a sample assignment order of meal signature supervisors. The meal signature supervisors will:

- (1) Be responsible, mature individuals of at least the rank of corporal.
- (2) Be attired in the uniform of the day and wear a duty belt.
- (3) Attend each meal during their duty assignment period and report to the dining facility manager prior to each meal in sufficient time for instructions on specific duties.
- (4) Perform the meal signature supervisory duties in accordance with existing instructions, with primary attention to ensuring that all personnel show a valid meal card or pay for meals to be consumed prior to being allowed entry to the dining facility for dining purposes.
- (5) Visually inspect the meal card and identification card of all personnel rather than taking an individual's word that he or she possesses one.
- (6) Ensure that all personnel who are entitled to rations in-kind sign the Meal Signature Record with a legible signature. Grade, initials, and surname are considered adequate for the purpose of this order.
- (7) Check and compare meal card with the individual's identification card.
- (8) Report all violations or difficulties to the dining facility manager for immediate resolution.

b. The dining facility manager will be responsible for the following:

- (1) Instruct the dining facility meal signature supervisors as to their duties and provide the required facilities and equipment. Improper performance or failure to report by any meal signature supervisor will be reported to the unit dining facility officer at the earliest practical time.
- (2) Conduct frequent observation of the signature supervisor to ensure that assigned duties are being properly performed.
- (3) Ensure that authorized personnel enter the dining facility through designated entrances over which the signature supervisor has thorough control.

c. The Officer of the Day of the unit responsible for the dining facility will inspect the performance of the dining facility signature supervisors and, if necessary, take corrective action and report all deficiencies in the Officer of the Day duty log. The unit dining facility officer of the unit responsible for the dining facility will ensure that meal signature records are prepared in accordance with the following instructions:

- (1) Dining Facility Number: Enter the appropriate dining facility number on the top of the sheet.
- (2) Date: Enter the date the meal is served.
- (3) Type of Meal: For the Night Meal block, write in either breakfast or dinner, depending on whether the breakfast or dinner menu is served.
- (4) Category of Personnel: Check the applicable block. Other categories are explained.

(a) Marine Corps Reserves Block. This block is for enlisted members of the Marine Corps Reserve on active duty for training and category "K" Reservists (6 month trainees). (Marine Reserves on continuous or extended duty will not be shown in this block.)

(b) National Guard Block. When National Guard or Air National Guard personnel are subsisted, a signed receipt, which is available at Base Food Service upon request will be prepared in accordance with paragraph 2061 of MCO P10110.14K and submitted to the Base Food Service officer. Ch. 1

(c) Cadets Block. Cadets and Midshipmen from U. S. Military Academies are required to pay for meals in accordance with current directives governing meal rates and surcharges; therefore, such personnel normally are not authorized subsistence in-kind. Any exception to this regulation will depend upon the individual's orders.

(d) ROTC Block. ROTC personnel are required to pay only the food cost, in accordance with current directives governing meal rates and surcharges. Any exception to this regulation will depend upon the individual's orders.

(e) Foreign Block. This block is for foreign enlisted personnel only. All foreign officers are required to pay for meals.

1. Foreign enlisted personnel under FMS invitational travel orders (ITO's) are required to pay applicable subsistence charges as they occur, prior to consumption of a meal unless under ITO as a grant aid trainee, in accordance with the current edition of MCO P10110.14.

2. When subsisting grant aid trainees, each ITO is to be examined thoroughly when a trainee reports, to determine status and appropriate reimbursement to the Marine Corps prior to providing any type of subsistence.

3. If grant aid trainees are subsisted, a copy of their ITOs must be forwarded to the Base Food Service Office with the Man-Day Fed Report, for submission to the Commandant of the Marine Corps to obtain reimbursement.

(f) Air Force Regular and Reserve Block. This block is for Air Force enlisted personnel when subsisting in Marine Corps dining facilities.

(g) Marine Corps Junior ROTCs (MCJROTCs). When MCJROTCs are subsisted, a separate Meal Signature Record will be used and the others (Specify) block completed. Chaperons accompanying the MCJROTCs are required to pay for each meal at the current meal rate for enlisted personnel. Surcharges do not apply.

(h) A separate sheet will be used for each category of personnel fed.

(5) Signature: Each individual having been properly identified will sign the signature block. Initials, surname, and grade are required.

(6) Meal Card Number. Enter the meal card number as recorded on each individual's meal card.

(7) Command or Unit: Enter the abbreviated title of the unit/organization to which the individual is attached.

(8) Personnel receiving a second serving of food will not be recorded twice during the same meal period.

(9) Certification. Upon the conclusion of each meal, the individual detailed to supervise the signature record will assemble the records in sequence by category of personnel, draw a line diagonally through all unused signature spaces on each sheet, certify on the last sheet of each category of personnel in the space provided, and present all sheets to the unit authorized custodian, who will sign the last sheet of each category in the space provided. Prior to certifying the Man-Day Fed Report (Form NAVMC 565-1), the unit commander having operational control over the dining facility or the unit dining facility officer will sign in the space provided on the last page of the Meal Signature Records for each category of personnel which shows the total for the meal. The officer who certifies the Meal Signature Record cannot certify the Man-Day Fed Report.

(10) Disposition Instructions. Meal Signature Records will be attached to Man-Day Fed Reports and retained for a period of six months in accordance with the current edition of MCO P10110.14.

2. Exception Procedures

a. It is intended that all personnel entitled to rations in-kind will be required to sign the Meal Signature Record form. Personnel subsisted by the dining facility under the following conditions will not be required individually to sign the Meal Signature Record form:

(1) During maneuvers and field exercises when actually subsisted under field conditions.

(2) During circumstances when individuals are subsisted at a remote location by means of box lunches, flight rations, or containerized hot meals.

(3) While in a confined status.

(4) Students at Marine Corps Engineer School, Marine Corps Service Support Schools, and Infantry Training School when marched to meals in formation.

b. When personnel are subsisted under the exception conditions, a certification on the Meal Signature Record form will be made by the person responsible for feeding the unit, group, or formation, such as:

"I ACKNOWLEDGE RECEIPT OF 10 MEALS THIS 10 JAN 81 WHICH ARE FOR Ten
(NUMERICAL) (DATE) (WRITTEN OUT)

INDIVIDUALS WHO ARE ENTITLED TO SUBSISTENCE-IN-KIND."

(SIGNATURE)

(RANK)

(ORG.)

c. Cooks, food service attendants, and employees of the dining facility will individually sign the Meal Signature Records prior to consumption.

3. Meal Cards (NAVMC 714). Procedures for maintenance and verification of Meal Cards are contained in the current edition of BO 5512.25.

4. Man-Day Fed Report. The Man-Day Fed Report (NAVMC 565-1) (Figure 10) will be prepared in accordance with the current edition of MCO P10110.14.

a. Reservists on active duty for training and Category "K" (six month trainees) will be shown in the Marine Corps Reserve column.

b. Meal column totals will be converted to man-days fed, using the man-day fed conversion percentages provided in Figure 11 and the man-days fed entered in the applicable block on the Man-Days Fed Report. (Carry all entries two decimal places, except for total man-days furnished all types of personnel which will be rounded to the nearest full man-day fed.)

c. A separate Man-Day Fed Report will be prepared and submitted for foreign enlisted personnel subsisting in the dining facility. A copy of Invitational Travel Orders for all foreign enlisted personnel will be forwarded to the Base Food Service Office with the applicable Man-Day Fed Report.

d. The officer who certifies the Meal Signature Record cannot sign the Man-Day Fed Report.

e. The signed original of the daily Man-Day Fed Report will be forwarded to the Base Food Service Officer. The duplicates will be returned to the unit dining facility originating the report and retained on file.

f. The original Man-Day Fed Report must reach the Base Food Service Office by 1630 on the first working day following the period covered by the report.

5. Memorandum of Meal Authorization by Man-Days. The unit commander with operational control of each dining facility will complete and submit the daily Memorandum of Meal Authorization by Man-Days (NAVMC Form 565-SD) (Figure 12 for all units subsisted in the dining facility in accordance with the current edition of MCO P10110.14) to the Commanding General, Marine Corps Base (Attention: Food Service Operations Officer), so as to be delivered no later than 1630 on the second working day following the date of which the memorandum pertains. The signed original of the daily Memorandum of Meal Authorization by Man-Days will be forwarded to the Base Food Service Office. A duplicate signed copy will be forwarded to the unit dining facility and retained on file.

a. Preparation. All entries in the Memorandum of Meal Authorization by Man-Days are generally provided from the data in the unit dairy. Exceptions are "Less Other Deductions", "Plus Other Additions" and "Paid Supernumeraries". The following applies when reporting these categories:

(1) Less Other Deductions. All entries in this column must be explained on the bottom of the Memorandum of Meal Authorization by Man-Days. Personnel who are included in the "Actual Strength" of the reporting unit, but are not physically present and who cannot be accounted for in any of the columns in the Memorandum of Meal Authorization by Man-Days are known as "Other Deductions" and will fall in one of the following categories:

(a) In the hands of civilian authorities (IHCA).

(b) In the hands of military authority (IHMA). This group includes all personnel confined regardless of where. The Commanding Officer, Correctional Facility will report all confinees as "Others" on the daily report.

(c) In military hospital, other than a Naval Hospital (MilHosp). Personnel in a Naval Hospital will be shown in the column marked "Less Naval Hospital".

(d) In all civilian hospitals (CivHosp).

(e) Home awaiting the results of physical evaluation boards (Home Awtg PEB). Personnel in this group are included in the "Actual Strength" column, but are actually at home and not in a duty status.

(f) In the field subsisting on packaged operational rations (POR). Multiply the number of meals served by the number of Marines eating the meal and divide by three. (Example: 400 Marines ate 2 meals; $2 \times 400 = 800$; $800 \div 3 = 266.6$; 267 rations to be deducted.) Marines should be shown separately from Navy. Explanation to be shown on Memorandum of Meal Authorization by Man-Days: 267; 400 Marines ate 2 meals POR. Ch 1

(2) Plus Other Additions. Personnel listed in "Plus Other Additions" column are personnel who are physically present in the reporting unit, but who are not included in the "Actual Strength" of the unit. Examples of other additions are listed:

(a) Personnel who are UA/AWOL from another base or station.

(b) Personnel on restriction in lieu of arrest from another station.

(c) Any other personnel aboard who are entitled to subsist at government expense and who have not been claimed or shown elsewhere in the Memorandum of Meal Authorization by Man-Days.

(3) Paid Supernumeraries. Leave blank. Food Service will complete this line on the monthly Memorandum of Meal Authorization by Man-Days only.

(4) Reservists and Category "K" Reserves (six month trainees) on active duty for training (other than reserves on extended or continuous active duty), will be shown in the appropriate block at the bottom of the Memorandum of Meal Authorization by Man-Days, as well as in the actual strength.

- (5) For the Army or Air Force, enter the actual strength attached for rations.
- b. The officer signing the completed Memorandum of Meal Authorization by Man-Days verifies the accuracy of all figures entered on this document and has authority to sign by direction.
- c. Additional information or assistance in completing the Memorandum of Meal Authorization by Man-Days may be obtained by calling the Accounting Section, Base Food Service.

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SECTION IV401. SALE OF MEALS FROM THE DINING FACILITY

1. General. The provisions of the current edition of MCO P10110.14 will be complied with in the sale of meals from the dining facility.
2. Enlisted Personnel on Commuted Rations. Enlisted personnel who are drawing commuted rations will be permitted to purchase meals when on duty during the meal period.
3. Officer Personnel
 - a. Officers, other than duty officers, will be permitted to purchase meals only when their duties require them to be in the organizational area; there are no other adequate dining facilities available; and the sale of such meals is a necessity, not a convenience.
 - b. Surcharges. In accordance with the current edition of MCO P10110.14, the following categories of officers will not be charged a surcharge when consuming a meal in the enlisted dining facility: OK 1
 - (1) Commanding officers with operational control of a dining facility
 - (2) Food service officers
 - (3) Command duty officer (from command having operational control of the dining facility)
 - (4) Dining facility officer
 - (5) Full-time OIC of composite dining facility attendant platoon
 - (6) Officers on an authorized field exercise when food is actually prepared and served in the field
 - (7) While engaged in flight operations as an official crewmember or as a passenger in a duty status
4. Special Occasions. The Commanding General, Marine Corps Base, may authorize the sale of meals to officers, civilians, and youth groups who are visiting the activity in connection with inspections, surveys, entertainment, special events, orientation, or public relations programs. Requests will be submitted to the Commanding General, Marine Corps Base (Attention: Assistant Chief of Staff, Logistics) so as to be received at least five working days prior to the occasion and will specify the group, length of time, and purpose. Special occasions do not justify a special menu.
5. Recreational Events. Commanding officers may authorize the furnishing of subsistence from the enlisted dining facility for recreational and other command-sponsored events in lieu of the dining facility meal. The requirements of paragraph 201.6 apply in such cases.
6. Dependents, Relatives, and Guests. The Commanding General, Marine Corps Base may authorize the sale of meals to dependents, relatives, and guests of military personnel authorized to subsist in the dining facility, when such sales will reflect realistic advantages in the form of good will, morale, or better public relations. The appropriate charges and surcharges apply.
7. Emergency Feeding. Commanding officers having operational control of dining facilities may authorize, to the extent of their capabilities under emergency feeding conditions, the sale of meals to personnel not entitled to subsist at government expense. Surcharges are not applicable under declared emergency feeding conditions.
8. Dependents of Personnel in Temporary Quarters. Commanding officers responsible for the operation of enlisted dining facilities may authorize the sale of meals to dependents of military personnel (enlisted or officer) who report for duty under permanent change of station orders. This authorization may not exceed thirty days. The military sponsor of these dependents may also be permitted to purchase meals during this period. The appropriate meal cost and surcharges will apply. The following measures will be initiated to ensure certain conditions are met and that only authorized personnel participate in the program.
 - a. Include the following statement as part of endorsement of orders upon reporting: "The sale of meals from enlisted dining facility to you and your dependents is authorized until (30 days)."
 - b. Inform military sponsor that the endorsement on orders may be requested to be shown before purchasing meals.
 - c. Ensure dependents wear appropriate civilian attire while subsisting in dining facilities.
 - d. The sale of meals will be in the dining facility or a section thereof set aside for military personnel with dependents. Regular meal hours as scheduled by the command operating the facility will be observed.
 - e. Meals sold will be as prescribed in the master menu without substitution or addition of food items. No food will be removed from the dining facility, which precludes "carryout orders" or "doggie bags".

f. No increase in resources (manpower, material/furniture or funds) will be made available to provide for the sale of meals.

9. Official Command Functions. Appropriated funds cannot be used for subsistence support of official command functions, i.e., retirement ceremonies, change of command, and parades in honor of visiting dignitaries.

10. Coffee Messes. Subsistence items purchased with appropriate funds may not be utilized in support of private coffee messes.

11. Commuted Rations. Regulations concerning granting of commuted rations are contained in the current edition of BO 10110.9.

12. Group Entries. Group entries are authorized on the Paid Supernumerary Ration Register when required for picnic/recreational rations or when training groups must be served rapidly. When collecting funds from authorized groups, the following procedures shall apply:

a. The total number of personnel in the group, plus the applicable cost/surcharge, shall be shown in the signature column, and the extended price shall be shown in the food cost surcharge column of the Paid Supernumerary Ration Register (Form NAVMC 10298).

b. The original authorization, stating total number of persons in the group and length of time the group is authorized to purchase meals, shall be attached to the original of form NAVMC 10298. The duplicate copy of the authorization shall be attached to the retained copy (~~given~~^{green}) at the dining facility. OK 1

13. NROTC/ROTC. NROTC/ROTC personnel are exempt from paying a surcharge.

14. Chaperones of Youth Groups (Including all JROTC groups). All chaperones are exempt from paying a surcharge.

SECTION V501. CONTROL OF DINING FACILITY FUNDS

1. Appointment and Control Procedures. The appointment of collection agents and control and safekeeping of dining facility funds will be in accordance with the provisions of Chapter I, Volume IV of the NAVCOMPT Manual and the current edition of MCO P10110.14K.

a. The Commanding General, Marine Corps Base (Assistant Chief of Staff, Logistics) will appoint an Installation Collection Agent and an alternate to act under the supervision of the Supervisory Subsistence Clerk.

b. Unit commanders to whom operational control of a dining facility has been delegated will issue such supplementary instructions on control and safekeeping of funds as deemed necessary, including appointments of unit authorized custodians and dining facility cashiers. Figures 13 and 14, appendix A, illustrate samples of appointing orders. Signed copies of appointment letters for authorized custodians and cashiers will be forwarded to the Commanding General, Marine Corps Base (Attn: Base Food Service Collection Agent).

2. Change Fund. One or more sheets of the Paid Supernumerary Ration Register (NAVMC 10298-SD) from the previous day may be retained by the dining facility to form a change fund not to exceed \$25. This does not relieve the individual purchasing the meal of the responsibility for having the correct change.

➔ 3. Change of Safe Combination

a. In accordance with the current edition of UM 4400-15, safe combinations will be changed every six months, or upon change of agents. Additionally, if field safes are utilized for the safekeeping of funds, the current edition of MCO P4400.150 requires that they be chained or bolted to the deck.

b. Unit commanders will ensure that individuals in possession of public funds provide proper and adequate safeguards for the security of their funds, to include utilization of cash boxes, dial covers to shield combination when opening the safe, and locking of the safe when not in use. Additionally, the person accountable for the safe and its contents should be the only person in possession of the combination.

c. A 3"x5" card noting record of safe combinations will be affixed to the inside of the safe to show actual date of combination changes and by whom.

4. Loss of Funds. In cases where loss or deficiencies of money occur, the commanding officer of the organization operating the dining facility shall institute the following action:

a. Make an immediate telephonic report to the Base Provost Marshall and Food Service Operations Officer, furnishing the site of the loss, amount of funds involved, names of designated unit authorized custodian and dining facility cashier involved, and other pertinent information.

b. In compliance with the provisions of the current edition of MCO P4400.150 and the current edition of BO P4400.5, decide the form of investigative procedure to be followed and initiate an investigation to determine the cause of the loss and assign responsibility therefore.

c. Within a period of seventy-two hours, confirm the above telephonic report in writing to the Commanding General, Marine Corps Base (Attn: Assistant Chief of Staff, Logistics) via command channels, with information copies to the Base Provost Marshal and Food Service Operations Officer. The report will give a brief of circumstances, the form of investigation to be convened, the amount of funds missing, the custodian of the missing funds, site of the loss, and other pertinent information, if any.

d. Forward completed copy of the investigation to the Commanding General, Marine Corps Base, Camp Lejeune, at the earliest practicable date.

e. Monetary credit will be given the dining facility by the Base Food Service collection agent for the amount of cash remaining only; however, full credit will be given for the ration register forms involved for purpose of their accountability.

5. Ration Registers (NAVMC 10298-SD)

a. Issue. The Installation Collection Agent will procure Paid Supernumerary Ration Registers, NAVMC Form 10298-SD from the Food Service Operations Officer or Food Service Officer. The agent will issue them to the unit custodians of dining facilities concerned by serial numbers for use in collecting funds from the sale of meals in the enlisted dining facilities within the Camp Lejeune complex only. A record of such issues will be maintained by the Installation Collection Agent.

b. Preparation of Ration Registers. Each dining facility will ensure that the Ration Registers are prepared as shown in figure 15, appendix A.

c. Loss of Ration Registers. Ration Registers that become lost will be accounted for in the following manner. If blank Ration Registers are lost, the commanding officer having operational control of the dining facility will submit a statement regarding the loss to the Commanding General, Marine Corps Base. The original of this statement, with the Commanding General's endorsement thereon, will be filed with the activity collection agent's records. If Ration Registers that contain a record of collections are lost, the unit commanding officer will submit a statement to be used as a replacement Ration Register to the Commanding General. This statement, with the Commanding General's endorsement thereon, will be filed with the collection agent's records. Funds involved will be handled on a regular turn-in basis.

d. Procedures for Turn-in of Funds. The unit custodians will turn in funds by 1100 Mondays, Wednesdays, and Fridays (less registers retained for change fund) with supporting Ration Registers in proper numerical sequence to the Installation Collection Agent located in the Base Food Service Office. All funds must be turned in prior to accumulation of over \$500.00. The Installation Collection Agent will receipt for the money on the original and duplicate Ration Registers. Original copies of the Ration Register will be retained by the Installation Collection Agent, and the signed duplicate (green) copies will be filed by each dining facility concerned.

e. Deposit with the Disbursing Officer. The Installation Collection Agent will turn in all funds to the Disbursing Officer as directed by local regulations and in accordance with the current edition of MCO P10110.14.

6. Monthly Verification of Records of Supernumerary Ration Collection Agent. A team consisting of an officer and four staff noncommissioned officers will be appointed quarterly by the Commanding General, Marine Corps Base, to conduct a monthly verification of the Paid Supernumerary Ration Records maintained by the Food Service Operations Officer. This verification will be conducted at the Food Service Office at irregular intervals and will include records of business conducted during the preceding month. The verification team will be guided by the provisions of this paragraph as listed below and paragraph 041502-6, Chapter I, Part C, Volume IV of the NAVCOMPT Manual.

a. The officer appointed as senior member, upon being informed of his assignment, will contact the Food Service Operations Officer to determine the time and date such records will be available for verification. The senior member will notify each member of the team as to the time and place of verification.

b. All Ration Registers (NAVMC 10298-SD) will be verified to ensure dining facilities use sheets in proper numerical sequence.

c. Each Ration Register sheet will be verified to ensure that the number of meals listed correspond with signatures on each sheet, showing current meal charges and surcharges.

d. Each Ration Register sheet will be verified to ensure that the surcharge column is properly completed in the case of officers and authorized civilians. This column should show surcharge applicable for that meal or remark in explanation, such as "OOD", "Field", or "Required".

e. When the above steps have been completed, total the daily funds collected (as shown by asterisk on the Ration Register) in each account for the respective month or period each dining facility was operating. The totals shown collected will be compared with the NAVCOMPT Form 2277 (Voucher for Disbursement and/or Collection).

f. Verify daily collections against daily turn-in to Base Disbursing based on temporary receipts from Disbursing.

g. Verify all NAVCOMPT Forms 2277 (Voucher for Disbursement and/or Collection). The Man-Days shown on the monthly consolidated Man-Days Fed Report, when divided by the applicable percentages and converted to meals, should coincide with the meals shown on the Voucher for Disbursement and/or Collection.

h. Questions concerning the verification will be referred to the Supervisory Subsistence Clerk or the Food Service Operations Officer.

i. The senior member of the verification team will submit results of the verification, in writing, to the Commanding General, Marine Corps Base (Attn: Assistant Chief of Staff, Comptroller), with one copy each to the Assistant Chief of Staff, Logistics, Food Service Officer, and the Food Service Operations Officer.

(1) Shortages not received by the Collection Agent will be collected from the dining facility concerned and shown the next reporting period.

(2) Overages will be reported to respective dining facilities to prevent further occurrences.

7. Audits. Unit commanders to whom operational control of a dining facility has been delegated will appoint an individual to perform an audit and surprise verification of funds held by unit authorized custodians and an audit of the Man-Day Fed Reports at least once a month. The findings of the audits will be forwarded to Base Food Service by the 10th of the following month, in accordance with the format contained in figure 16, appendix A.

a. Audit of Funds Held by Unit Authorized Custodian

(1) Review the unit authorized custodian's Ration Register log book and verify the expenditure or presence of each Ration Register.

(2) Review that Paid Supernumerary Ration Registers (NAVMC 10298) are being used in numerical sequence.

(3) Determine if the unit authorized custodian and dining facility cashiers are appointed in writing.

(4) Ensure that unit custodians and the dining facility cashiers have a safe for their own use and that the combinations have been changed within the last six months. The auditor should also verify that no one else knows the combination to the safes.

(5) Review the Paid Supernumerary Ration Registers on hand to determine the amount of cash collected.

b. Audit of Man-Day Fed Reports. Verify the accuracy of 10 Man-Day Fed Reports. Ensure that data contained on Meal Signature Records and Paid Supernumerary Ration Registers supports meals claimed on Man-Day Fed Reports.

SECTION VI

601. PROCEDURES FOR REQUISITIONING, ISSUING, AND BILLING OF SUBSISTENCE ITEMS

1. General. The contents of this paragraph will be complied with in the requisitioning, issuing, and billing of subsistence items procured by the dining facilities within the Camp Lejeune Consolidated Food Service System.

2. Requisitioning Procedures. Requisitioning procedures will be in accordance with the following instructions:

a. Nonperishable Subsistence

(1) Nonperishable subsistence items will be requisitioned on the "Inventory, Requisition, and Issue Record" NAVMC 10815-1 through 10815-11 (original and three copies required) and may be utilized as a shopping list at the Self Service Section in the Nonperishable Subsistence Warehouse. Issues will be made 0800-1400, Monday through Friday. Nonperishable subsistence is issued in case lots with the exception of certain condiments and spices, which will be issued by the unit.

(2) Dining facilities should schedule their pickups so that they have completed drawing and are out of the building by 1400. However, if an emergency should arise, pickups can be made by contacting the Base Food Service Operations Officer. Dining facilities are normally scheduled to draw dry stores on the following days:

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
521	G-640	MP-424	411	122
FC-540	508	RR-3	9	424
AS-226	1209	BA-103	FC-303	BB-7
	FC-420	325	1041	
	AS-4012		211	

b. Perishable Subsistence. Items in this category are ordered on the appropriate requisition form listed in the following subparagraphs. Requisitions, consisting of original and four copies are submitted with proper job order number and date. Dining facilities experiencing difficulty in meeting the submission time outlined in the requisition schedule may place order by phone for requisition due that day. The requisition clerk is to be notified when no order is being submitted due to closing for weekends or deployment.

(1) Frozen Meats. These items are ordered on "Inventory, Requisition, and Issue Record", NAVMC 10816-1 (Rev. 4-79) and NAVMC 10816-2 (Rev. 1-79), to the Food Service Operations Officer two working days prior to delivery. Meat, poultry, and seafood that require thawing before preparation will be requisitioned to ensure delivery can be accomplished at least three days prior to consumption date.

(2) Chilled Subsistence. This category includes cheese, eggs, butter, yeast, shortening, horseradish, topping, and individual catsup, mustard, salad dressing, syrup, jams, and jellies. These subsistence items are ordered on NAVMC 10818-1 (4-79) and NAVMC 10941-1 (9-76) and submitted to the Food Service Operations Officer with the meat order.

(3) Frozen Fruits, Fruit Juices, and Frozen Vegetables. This category includes all frozen fruits, fruit juices, and frozen vegetables stocked in cold storage facility. These subsistence items are requested on "Inventory Requisition, and Issue Record", NAVMC 10817-3 (2-80) and 10817-4 (6-79) and submitted to the Food Service Operations Officer two working days prior to delivery.

(4) Fresh Produce. This category includes all fresh fruits, vegetables, and baking potatoes. These items will be requisitioned on NAVMC 10817-1 (10-78) and NAVMC 10817-2 (8-79) and submitted to the Food Service Operations Officer on Wednesday for the following Wednesday's delivery and Friday for the following Friday and Monday's deliveries.

(5) Frozen pies are requisitioned on NAVMC 10819-1 (8-79) and delivered with the meat order.

c. Dairy Products. Dairy products are called in to the Subsistence Office. Two requisitions are submitted on Friday. Milk is ordered by the case or bulk carton, cottage cheese by pound, and sour cream by 1/2 gallon container. Ice cream is requested by the gallon and is packed 32 (4 oz.) packages to the gallon package. Ice cream flavors available and quantity of one-half pints of milk per case will be published by separate correspondence upon change of contract. These requisitions should be called in to the Subsistence Office by 1000 daily.

d. Bread and Rolls. Bread and rolls requisitions are called in to the Subsistence Office by 1000 on Tuesdays, Thursdays, and Fridays. Three requisitions are submitted on Fridays. Bread is requisitioned by the pound and rolls by the package. French bread is requisitioned by the pound on Mondays for delivery the following Monday and Thursday. Bread and roll orders may be increased or decreased by calling the Subsistence Office before 0900 the day prior to delivery.

e. Carbonated Beverages and CO² Gas. Carbonated beverages are ordered by five gallon containers and CO² gas by twenty pound cylinders. These items are called in to the Subsistence Office by 1000 on Tuesdays and Fridays.

f. Ice. Crushed ice in bags will be issued without charge to the dining facilities Monday through Friday, on an "as required" basis. Dining facilities utilize their own transportation for picking up ice. It is impera-

tive that dining facilities handle and store ice in a sanitary manner in that it is used in beverages for human consumption.

3. Issuing and Billing Procedures. Issuing and billing will be in accordance with the following instructions.

a. Nonperishable and Perishable Subsistence. Responsible dining facility personnel should acknowledge weights and/or quantities of subsistence items received by signing the appropriate NAVMC requisition and issue forms at time of receipt of nonperishables or perishables when delivered to dining facility by central delivery. Each dining facility retains one copy of the requisition at time of receipt. This copy should be priced, extended, posted, and filed in the dining facility. The signed requisition and issue form is used by the issuing activity to bill (Project 31) Food Service Operations Officer. All signed requisition and issue forms are forwarded to the Food Service Operations Officer for comparison with the appropriate data processing print-out sheet and its subsequent posting to each dining facility account concerned. The original copy of the data processing print-out sheet and the NAVMC is filed by the Food Service Operations Officer. The duplicate copies of the print-out sheet and the NAVMC are forwarded to each dining facility as the official billing documents and should be verified with the delivery copy on file in the dining facility. Any discrepancies noted should be resolved with the Food Service Operations Officer immediately.

b. Dairy Products, Carbonated Beverages, CO² Gas, Bread and Rolls. Dairy products, carbonated beverages, CO² gas, ice cream, and bread and rolls are vendor delivered to the dining facilities.

(1) Milk, cottage cheese, and sour cream are delivered daily except Sunday and designated holidays.

(2) Ice cream is delivered Monday through Friday.

(3) Carbonated beverage and CO² gas are delivered on Monday and Thursday.

(4) Bread, rolls, and doughnuts are delivered daily except Sunday and other holidays. Dining facility supervisory personnel should verify packaging code dates and quantities of all vendor delivered products prior to signing delivery form acknowledging receipt.

4. Rotation of Subsistence Items. All subsistence received at the dining facility will be dated upon receipt. Dates will be entered with black/blue grease pencil on label side of container or on the side of container facing aisle. Oldest stock will be used first.

5. Holiday Schedules. Special instructions will be promulgated covering subsistence issues during holiday periods.

6. Emergency Issues. Emergency issues for perishable and nonperishable subsistence can be made any time during working hours by approval of the Food Service Operations Officer and the Subsistence Officer. Approval must be stamped on requisition prior to going to cold storage facility. For emergency issues after normal working hours or on weekends, contact the Base Food Service Operations Officer or Food Service Technician. The home telephone numbers may be located in the Jacksonville Telephone Directory.

7. Requisition Schedule. The following condensed requisition schedule provides a ready reference for all dining facilities. Changes to the schedule will be made only to accommodate holidays, subsistence inventories, and other disruptive occurrences, at which time Base Food Service will publish alternative dates.

<u>REQUISITION DAY</u>	<u>ISSUE (DELIVERY) DAY</u>	<u>CONSUMPTION DAY(S)</u>
<u>SPECIAL ISSUES</u>		
1000-1500 Monday through Friday	As needed	
<u>NONPERISHABLE SUBSISTENCE</u>	(NAVMC 10815-1 through 10815-11)	Dining facilities pick up
0800-1400 Monday through Friday	Self Service	As required
<u>PERISHABLE SUBSISTENCE</u> - Delivered to dining facilities by Central Delivery Unit		
a. <u>Fresh Produce (NAVMC 10817-1 (10-78), NAVMC 10817-2 (8-79))</u>		
1100-Wednesday	Wednesday	Thursday & Friday
1100-Friday	Friday & Monday	Saturday, Sunday, Monday, Tuesday & Wednesday
b. <u>Frozen Meats (NAVMC 10816-1 (4-79), NAVMC 10816-2 (1-79))</u>		
1100- Monday	Wednesday	Saturday & Sunday
1100- Monday	Friday	Monday & Tuesday
1100- Wednesday	Monday	Wednesday, Thursday & Friday

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c. Frozen Vegetables, Fruits and Fruit Juices (NAVMC 10817-3 (2-80), 10817-4 (6-79)) and Chilled Subsistence Items (NAVMC 10818-1 (4-79) and NAVMC 10941-1 (9-76)) (Cheese, eggs, butter, yeast, shortening, horseradish, topping, individual catsup, mustard, salad dressing, syrup, jam, and jellies)

<u>REQUISITION DAY</u>	<u>ISSUE (DELIVERY) DAY</u>	<u>CONSUMPTION DAY(S)</u>
1100-Monday	Wednesday	Thursday & Friday
1100-Monday	Friday	Saturday, Sunday & Monday
1100-Wednesday	Monday	Tuesday & Wednesday

d. Dairy Products (Vendor delivered to dining facilities.)

(1) Milk, Cottage Cheese, and Sour Cream

1000-Monday	Wednesday	Thursday
1000-Tuesday	Thursday	Friday
1000-Wednesday	Friday	Saturday
1000-Thursday	Saturday	Sunday & Monday
1000-Friday	Monday	Tuesday
1000-Friday	Tuesday	Wednesday

(2) Ice Cream

1000-Monday	Wednesday	Thursday
1000-Tuesday	Thursday	Friday
1000-Wednesday	Friday	Saturday, Sunday & Monday
1000-Friday	Monday & Tuesday	Tuesday & Wednesday

e. Carbonated Beverages and CO² Gas (Vendor delivered to dining facilities)

1000-Tuesday	Thursday	Friday, Saturday, Sunday, Monday & Tuesday
1000-Friday	Tuesday	Wednesday & Thursday

f. Bakery Products (Bread, Rolls, and Doughnuts) (Vendor delivered to dining facilities)

1000-Friday	Monday	Tuesday
1000-Friday	Tuesday	Wednesday
1000-Friday	Wednesday	Thursday
1000-Tuesday (2 reqns.)	Thursday & Friday	Friday & Saturday
1000-Thursday	Saturday	Sunday & Monday

g. French Bread

1000-Monday	Monday	Tuesday, Wednesday & Thursday
1000-Monday	Thursday	Friday, Saturday, Sunday & Monday

8. Class I Program

a. The below listed Job Order Numbers (JONs) have been established to identify the appropriate food categories by commodity.

<u>JOB ORDER NUMBER</u>	<u>DESCRIPTION</u>	<u>FOOD CATEGORY</u>
MA*19400519**T	Bread/Pastry/Pies	Perishable
MA*19400619**T	Milk and Milk Products	Perishable
MA*19400719**T	Ice Cream	Perishable
MA*19400819**T	Dairy	Perishable
MA*19400919**T	Miscellaneous	Perishable
MA*19401019**T	Fresh Fruit & Vegetables	Perishable
MA*19401119**T	Frozen Fruits & Vegetables	Perishable
MA*19401219**T	Meat	Perishable
MA*19301319**T	Carbonated Beverages	Nonperishable
MA*19301419**T	Nonperishables	Nonperishable

b. The below listed account numbers have been assigned to effect proper billing. Account numbers for field problems will be assigned as required.

<u>FACILITY</u>	<u>ACCOUNT NUMBER</u>
G-640	01
9	02
MCI	03
1209	04
BB-7	05

<u>FACILITY</u>	<u>ACCOUNT NUMBER</u>
FC-540	06
RR-3	07
BA-103	08
Bkry Flt.	09
M-424	10
Field	11
Field	12
122	13
FC-420	14
211	15
Field	16
Field	17
MCAS	18
325	19
4012	20
411	21
HP-424	22
508	23
Field	24
521	25
FC-303	27
1041	28
FSScol	29

SECTION VII701. FOOD SERVICE PROPERTY CONTROL AND MAINTENANCE PROCEDURES

1. Mission. To prescribe property control procedures for the control, requisitioning, and disposal of all garrison-type food service property in the dining facilities at Camp Lejeune.

2. Responsibilities

a. Food Service Operations Officer. The Food Service Operations Officer is the direct representative of the Food Service Officer regarding technical control of all garrison-type food service property and shall be responsible for the following functions:

(1) Making recommendations to the Food Service Officer for consistent property control procedures for all garrison-type food service property maintained within the Food Service Program.

(2) Budgeting for all garrison-type food service property and equipment required for the Food Service Program, to include budgeting for installation costs for new acquisitions.

(3) Coordinating redistribution of excess serviceable garrison-type food service property generated by food service activities.

(4) Making recommendations to the Food Service Officer for the issue of new food service equipment.

b. Food Service Property Officer. The Food Service Property Officer is directly responsible to the Food Service Operations Officer for the efficient and effective operation of the Food Service Property Office and warehouse. In addition to conducting supply operations, as assigned, he is responsible for the performance of duties assigned to subordinate personnel. The Food Service Property Officer is responsible for the following functions:

(1) Requisitioning all garrison-type food service property and equipment required for the Food Service Program.

(2) Assisting the Food Service Operations Officer in preparing the budget for all garrison-type food service property and equipment required for the Food Service Program.

(3) Maintaining Consolidated Memorandum Receipts for all minor and plant account food service property and equipment.

(4) Maintaining records on all consumable and nonconsumable supplies, in accordance with the current edition of MCO P4400.15.

(5) Monitoring stock of cleaning supplies and minor property for sale at Self Service to ensure proper items are available for issue.

(6) Monitoring and coordinating supply functions of responsible officers for all dining facilities.

(7) Coordinating disposal of excess serviceable and unserviceable garrison-type property generated by food service activities.

(8) Administer the Self Service credit cards and budgets for all dining facilities.

c. Unit Dining Facility Officers. Unit dining facility officers and/or officers in charge of activities directly involved with the Food Service Program are delegated as responsible officers and are assigned the following functions: Maintaining records on all garrison-type food service property, to include minor property, controlled expendable property, and plant account property in accordance with instructions outlined in this order.

d. Commanding Officers. Commanding officers and activity heads directly involved with the Food Service Program will designate responsible officers and ensure compliance with supply and property control procedures outlined in the current editions of MCO P4400.15 and BO P4400.5. A copy of orders assigning and relieving responsible officers will be forwarded to the Food Service Property Officer. Generally, the officer designated as unit dining facility officer will be the responsible officer for that dining facility. Procedures for proper relief of dining facility responsible officers are set forth in the current editions of MCO P4400.15 and BO P4400.5.

3. Classes of Supplies, Property, and Equipment. For accounting and control procedures, food service supplies, property, and equipment are classified as follows:

a. Consumable Supplies (Cleaning Gear). Consumable supplies are those articles which are chemically or physically altered with use to the extent that they cannot be economically reused for their original purpose. Consumable supplies are either consumed or used or lose their identity in the process of work or in the performance of services. Office supplies, soap, detergent, and sandwich bags are examples of consumable supplies.

b. Nonconsumable Supplies (Cleaning Gear). Nonconsumable supplies are material or equipment which is not physically altered with use to such an extent that would preclude economical reuse for its original purpose. Swabs, brooms, and squeegees are examples of such supplies.

c. Nonconsumable Supplies (Minor Property). Included in this category are cook's knives, spatulas, colanders, and other cooking utensils.

d. Equipment Components. Materials which are nonconsumable regardless of unit value which are used as replacement parts and become an integral part of some other piece of equipment such as spare parts for scales; bowls, whips, and beaters for food mixing machines; serving pans for steam lines. These items are components of a major item of equipment and records are not required.

e. Nonexpendable Supplies Plant Account Property. This category includes nonconsumable supplies or equipment having a unit value in excess of \$1,000.00. Supplies or equipment in this price range are identified by a plant account number permanently attached to the individual piece of equipment. Records are maintained on consolidated memorandum receipts and controlled by Base Food Service Property.

f. Controlled Expendable Property. This category includes nonconsumable food service equipment, designated as requiring the same control as nonexpendable supplies. Included in this category are white uniforms (permanent press and food handlers) for food service personnel. NAVMC 708 Cards will be maintained on all controlled expendable items and minor property as depicted in figure 17, appendix A.

4. Control and Allowance

a. All food service property used in the dining facilities will be controlled by the Food Service Operations Officer.

b. All office-type property (desks, chairs, file cabinets, typewriters) required for the operation of the dining facilities will be requisitioned and controlled by the Food Service Operations Officer.

c. Items of food service field equipment such as vacuum cans, immersion burners, tableware outfits, etc., are the responsibility of the unit concerned with their use and funding for these items must be accomplished by the unit concerned. Replacement parts and equipment for these items will not be furnished by the Food Service Operations Officer.

d. Allowances for major equipment, such as plant account and controlled expendable property, will be established by the Food Service Operations Officer.

e. Allowances for tableware will be established by the Commanding General, Marine Corps Base. Changes to established allowances may be requested by commanding officers operating dining facilities. The request should be forwarded to the Commanding General, Marine Corps Base (Attn: Base Food Service Officer) citing the reason for the request and the new allowances requested.

5. Requisitioning Procedures. All requisitions or memo requests will be signed by the responsible officer or his authorized representative.

a. Consumable and Nonconsumable Supplies (Cleaning Gear and Minor Property). A shopping list for Self Service supplies will be prepared in advance on NAVMC 10700-SD (2-78) Forms (Figure 18, appendix A). The unit price of each item will be entered in the left hand margin of the form. An original and five copies will be prepared; two copies will be left at Self Service, two copies will be turned in to the Food Service Property Officer, and one copy will be retained by the customer. Items not stocked at Self Service will be requested by the Dining Facility Officer/Manager by memorandum to the Food Service Operations Officer. Items normally available at Self Service but "not in stock" should be so recorded by separate memorandum on the shopping list and brought to the attention of Base Food Service Property. These items will be issued from Food Service Property at that time.

b. Equipment Components (Repair or Replacement Parts). Repair or replacement parts, such as spare parts for scales, bowls, whips, and beaters for food mixing machines and serving pans for steam lines, are components of a major item of equipment. These will be requested by memo with all necessary information furnished as to make, model, serial number, plant account number, and if available, part number, in order for the Food Service Property Officer to properly order the part. The stocking, ordering or furnishing of spare parts that do not fall in this category, but are necessary for repair of equipment in the dining facilities, is not the responsibility of the Food Service Property Office. These parts will be provided, as required, during normal repair and maintenance of equipment as outlined in paragraph 701.11, Section VII of this Order.

c. Nonexpendable Supplies (Plant Account) and Controlled Expendable Property. Items requiring replacement will be requested by memo, with justification. Requests for additional or new-type items will be submitted in letter form, with justification.

6. Receipt of Material. All items of supplies and equipment received by a responsible officer or his designated representative will be verified as to the proper quantity and condition at the time of receipt. All discrepancies will be brought to the attention of the Food Service Property Officer.

7. Disposal of Property

a. Consumable Supplies. Consumable supplies will be dropped from the records of the responsible officer at the time of consumption.

b. Unserviceable Nonexpendable Supplies (Minor Property). Unserviceable minor property not requiring a limited technical inspection will be disposed of in the following manner:

(1) The responsible officer will contact Food Service Property requesting date for turn-in.

in, to include PA/NSN, nomenclature, quantity, and serial number, if applicable.

(3) On date specified by Food Service Property, the responsible officer, or his authorized representative, will deliver these items to the Food Service Property Office together with the list described in paragraph 701.7b (2) above, for proper disposition. The Food Service Property Officer will give interim receipts for all property processed through the Food Service Property Office, utilizing a DD 1348 as depicted in figure 19, appendix A.

c. Unserviceable Nonexpendable Equipment (Plant Account Property). Unserviceable plant account equipment will be disposed of in accordance with the following procedures:

(1) The responsible officer will prepare a work request to the Base Maintenance Officer, via the Food Service Operations Officer, requesting that the item be inspected and condition coded as to the degree of serviceability/unserviceability.

(2) Upon completion of the above inspection, the letter of unserviceability/serviceability, will be turned in to the Food Service Property Office by Base Maintenance personnel.

(3) Upon receipt of the letter of unserviceability/serviceability, the Food Service Property Officer will notify the responsible officer and determine the date for turn-in.

(4) On date for turn-in, the responsible officer, or his authorized representative, will deliver the item to the Food Service Property Office for disposition.

(5) The responsible officer will receive an interim receipt for all property processed through the Food Service Property Office.

d. All property for turn-in which is operated by gas, steam, or electricity; regardless of accounting classification, must have a limited technical inspection prior to turn-in.

8. Lost, Damaged, or Destroyed Nonexpendable (Plant Account) Property. All lost, damaged, or destroyed non-expendable property will be accounted for in accordance with procedures set forth in the current edition of MCO P4400.19.

a. Upon knowledge of loss of property, instructions outlined in the current edition of BO P4400.5 will be followed.

b. Submit a letter requesting investigation to the local commanding officer authorized to assign investigating officers as set forth in the current edition of MCO P4400.19.

c. The completed letter of investigation will be forwarded to the Commanding General, Marine Corps Base, Camp Lejeune, via the local unit commander, the regimental commander, and the Commanding General of Fleet Marine Force units, as applicable and the Food Service Property Officer, for assignment of a document number.

d. Upon approval of the letter of investigation by the Commanding General, Marine Corps Base, credit will be issued in the case of lost or missing property. In case of damaged property, the item will be turned in to the Food Service Property Officer with a limited technical inspection certified by Base Maintenance.

9. Loss or Gain of Controlled Expendable Property (Minor Property). Nonconsumable expendable property will be increased or decreased by utilizing a DD-1149 originating from the commanding officer responsible for the dining facility, as outlined in figure 20, appendix A. The DD-1149 will be assigned a local control number and sent to the Food Service Operations Officer via the Assistant Chief of Staff, Logistics. Upon the approval of the Food Service Operations Officer, the DD-1149 will be forwarded to the Food Service Property Officer. The Food Service Property Officer will assign a document number and issue an interim credit on a DD-1348 utilizing document identifier B9/B8. The responsible officer will utilize this interim receipt to adjust his copy of the consolidated memorandum receipt, and await final debit/credit memorandum. A Missing, Stolen, Lost Report (MSLR) must be submitted on all serialized property in accordance with the current edition of BO P4400.5.

10. Inventories. The following instructions will be complied with in the conduct and submission of inventories.

a. Each responsible officer will inventory nonexpendable property (plant account) and controlled expendable property quarterly and upon change of responsible officers.

b. Nonconsumable expendable supplies (minor property) will be inventoried on the last working day of each month by each responsible officer or his representative. The form letter (figure 21, appendix A) will be furnished to each dining facility account by the Food Service Operations Officer for this purpose. The completed inventory, signed by the commanding officer, will be submitted to the Commanding General, Marine Corps Base (Attn: Base Food Service Officer) via the appropriate chain of command by the fifth working day of the following month.

c. Each Dining Facility Officer will inventory all full and empty CO² and syrup containers on the last day of each month.

(1) The form letter (figure 22, appendix A) will be furnished to each dining facility by the Food Service Operations Officer for this purpose.

(2) The complete inventory will be signed by the Dining Facility Officer and forwarded to the Base Food Service Operations Officer on the fifth working day following the month for which the inventory pertains.

(3) Dining Facility Officers will ensure that appropriate accounting procedures are established and that proper security measures are maintained on all containers to preclude losses.

(4) The cost of containers lost will be deducted from O&MMC funds allocated to dining facilities by Base Food Service on a monthly basis.

11. Maintenance Instructions and Work Requests

a. Typewriter Repairs. Manually operated typewriters will be exchanged in the following manner:

(1) Typewriters in need of repair will be delivered to Building 1404, Office Machine Repair.

(2) If repairs cannot be effected, a survey tag will be affixed, and the typewriter will be delivered by the dining facility to the Food Service Property Office.

(3) The Food Service Property Officer will prepare two DD 1348's; one for turn-in and one for replacement.

(4) The dining facility representative will be accompanied by a Food Service Property representative to Base Property Control to effect replacement.

(5) Upon completion of replacement, the responsible officer's representative will receive an interim credit for turn-in and interim debit for the replacement. Both will be made on a DD 1348 and will be used to update the responsible officer's copy of the consolidated memorandum receipt. A final debit/credit will follow.

b. Electrically Operated Office Machines (Calculators) Under Repair Contracts. Call the Office Machine Repair Section, Base Property Control Division. A repairman will report directly to the organization to repair the machine. The following information will be required:

(1) Name of unit

(2) Type of machine

(3) Name of manufacturer

(4) Machine serial number

(5) Machine plant account number (if applicable)

(6) Building number

(7) Person to be contacted by the repairman

(8) Telephone number

c. Work Requests. In the interest of standardization and economy, all work requests for installations of equipment or alterations to existing facilities or the removal of any plant account equipment, will be forwarded to the Base Food Service Officer for review, consolidation and project submission. Routine maintenance requests will be forwarded by the unit responsible officer to the Base Maintenance Officer via the Base Food Service Operations Officer, as outlined below:

(1) An ORIGINAL AND THREE COPIES are required by the Base Food Service Office. In the interest of conserving forms, the Work Request (Maintenance Management), NAVFAC-9-11014/20 set will be used, with plain tissue paper copies as required for local reference.

(2) Work requests must be dated and contain a point of contact (name and rank) and telephone extension.

(3) The space for "Request Number" will be left blank. Numbers may be assigned only by the Base Food Service Operations Officer.

(4) The description of the work requested should contain sufficient information for the Maintenance Section to dispatch appropriate personnel and material to accomplish the work without recurring visits to the dining facility.

(a) The following should appear on the work request:

1. Plant account number

2. Manufacturer's name

3. Model number

4. Serial number

5. Part number of repair part needed, if available

6. Plate information (voltage, amperage, etc.) from electrical equipment to be repaired

(b) Each work request will be confined to items of repair by building per request.

(5) In order to properly identify government property for the purpose of repair, all items of equipment without a plant account number and being delivered to Base Maintenance for repair, will have on the work request the following certification signed by the responsible officer on whose account it appears:

"This certifies that the accompanying item (list item) is on my Responsible Officer Account Number , which is subordinate account of the Base Food Service Operations Officer, Account 00044. This item is not nonappropriated fund property or private property."

(6) Brief, but adequate, justification should be included.

(7) The original of the work request must be signed by the unit dining facility officer or his representative.

(8) Requests for other than routine maintenance and repair must be submitted as "Special Projects" in accordance with the current Base directive. Included in this category are modifications, alterations, and additions to existing structures or facilities.

(9) On the 15th day of each month, submit a letter to the Base Food Service Officer, via the appropriate chain of command, stating what work requests have been completed within the preceding 30 day period. Ensure that correct work request numbers are used to aid in identification. Additionally, list separately those work requests that have been outstanding in excess of 90 days.

d. Trouble Calls

(1) Emergency maintenance requirements will be reported by telephone to Base Maintenance giving the following information:

- (a) Dining facility number
- (b) Person reporting trouble
- (c) Telephone number
- (d) Plant Account Number, if any
- (e) Specific description of the type of maintenance work required

(2) In general, the following constitute emergencies and should be called in as a trouble call:

- (a) Power failure
- (b) Broken water lines
- (c) Gas leaks
- (d) Failure of reefers to function properly
- (e) Sewage stoppage
- (f) Lack of heat
- (g) Lack of hot water
- (h) Fire hazards
- (i) Any malfunction which may cause injury to personnel

e. Maintenance of Dining Tables and Chairs

(1) First Echelon Maintenance of dining tables and chairs will be accomplished by the using unit.

(2) Tables and chairs that become unserviceable and cannot be repaired locally by the dining facility concerned will be turned in to Base Food Service for replacement.

f. Repair of Bulk Milk Dispensers, Rotary Toasters, and Carbonated Beverage Dispensers. Repair of milk dispensers, rotary toasters, and carbonated beverage dispensers will be accomplished by calling the following information in to Food Service Property Officer:

- (1) Dining facility
- (2) Number of machines to be repaired, and nature of complaint.

(3) Serial Number

12. Equipment Maintenance Records

a. The Food Service Property Officer will provide the appropriate responsible officer an equipment maintenance record containing installation and service manuals on each major item of food service equipment contained on their CMR. The records will be signed for by the respective responsible officer and maintained in the dining facility files for reference by Base Maintenance and food service personnel.

b. These folders will remain at the dining facility in which the equipment is located until the item is turned in to Food Service Property or Disposal as applicable. Under no circumstances should these records be loaned.

c. As an item of equipment breaks down; the date, work order, or ticket number and cause of problem will be entered on the record. When repairs are made, the date repaired will be entered and the condition code will be updated as a result of this repair.

13. Occupational Clothing

a. The term "Occupational Clothing" pertains to clothing worn for work in the dining facility. Occupational clothing may be worn only for work in the dining facility or to and from the barracks in which food service personnel and food service attendants reside. They may not be worn off-base for any reason. At the discretion of the area commanders, occupational clothing may be authorized for wear to area exchanges and barber shops. This does not include main exchange facilities or other areas.

b. All initial issues of occupational clothing will be made by the Food Service Property Officer. Maintenance of the quantity reflected on the consolidated memorandum receipt will be the responsibility of the dining facility responsible officer. Losses will be replaced through the use of O&M funds on a monthly basis. Losses incurred as a result of deserters or losses resulting in checkages for government reimbursement will be adjusted with Form DD 1149.

c. All occupational clothing will be signed out to using personnel not to exceed five sets per man and a signed receipt (figure 23, appendix A) will be filed in the dining facility records until such time as the articles are returned to the dining facility stock. Frequent checks should be made by supervisory personnel to ensure that records are current and that clothing is being returned as personnel are relieved from duty.

d. Due care will be exercised by supervisory personnel to prevent damage to occupational clothing, and to guard against its use for other than its intended purposes.

e. Occupational clothing issued to the dining facilities is garrison property and will not be included in "mount-out" gear or for use in the field. When a dining facility is closed, occupational clothing will be returned to the Food Service Property Officer. The Food Service Property Officer will receipt for occupational clothing turned in.

f. Women Marines will be directed to report to the Food Service Property Officer to be fitted for occupational clothing consisting of five sets of white slacks and tops.

g. Name tags will be worn by all food service personnel. Base Food Service Property will provide two name tags per individual upon written request from the Dining Facility Officer/Manager on a one time basis.

14. Laundry Service

a. Cleaning of occupational clothing will be accomplished by the Base Laundry on a one for one basis.

b. All unserviceable whites will be surveyed at this time on a one for one basis. Unserviceable whites are to be surveyed on a regular basis; not less frequently than weekly.

c. Scheduling of turn-in days for all dining facilities will be as directed by the Base Laundry Officer.

15. Self-Help. All self-help projects and equipment placement must be approved by the Base Food Service Officer.

16. Dining Facility O&MMC Funds. O&MMC funds will be provided to each dining facility monthly by the Food Service Operations Officer. These funds are to be utilized for the replacement of minor property and consumable supplies. Generally, these funds will be allocated prior to the first day of the month based upon the number of man-days fed the previous month. These funds are not to be utilized for the procurement of paper gear and equipment to support field operations or party rations.

18. Quality Deficiency Report. The Quality Deficiency Report (SF-368) is one of the most vital tools to assist in the correction of defective material. The responsibility for submitting QDR's is with the personnel who are aware of defective food service equipment. The reporting criteria are contained in the current edition of MCO 4855.10. Figure 24, appendix A, is a sample of a Quality Deficiency Report. QDR's will be forwarded to the Base Food Service Operations Officer for submission.

11. Dining facilities will maintain a two-day supply of disposable dishware to be utilized only in the dining facility. The dining facility manager will submit a memorandum to the Base Food Service Operations officer for replacement of disposable dishware each time the dishware has been used due to steam outages, breakdown of sculleries, electrical outages, etc.

SECTION VIII

801. SAFETY

1. Operating Instructions and Safety Precautions. Food Service personnel are exposed to many safety hazards in the operation of food service equipment. Stringent safety precautions must be taken to eliminate potential hazards. In this connection, operating instructions and safety precautions will be prominently posted on, or near, each piece of equipment.
2. Source of Operating Instructions and Safety Precautions. The Food Service Property Officer will furnish, upon request, operating instructions and safety precautions for food service equipment.
3. Basic Safety Measures. The following safety measures are basic and must be complied with in the day-to-day operation of the dining facility.
 - a. Electrical equipment will not be cleaned until the electricity has been turned off, or unplugged.
 - b. Electrical equipment will not be cleaned with a water hose.
 - c. Water will not be used in cleaning grills.
 - d. Particular attention must be given to the use and storage of poisonous and corrosive materials used in the dining facilities for specific and limited purposes, e.g., compound, descaling; disinfectants, and detergents. Such chemicals and cleaning agents must be stored in areas separate from food products in containers that are clearly labeled. Under no circumstances will these items be placed or stored in any type container which has or will contain food.
 - e. Empty ash trays into covered metal containers.
 - f. Prohibit smoking in storerooms.
 - g. Do not operate deep fat fryers when cooking smoke becomes heavy.
 - h. Keep ventilating system (hoods) free of grease.
 - i. Check thermostats periodically and secure units with defective thermostats until repairs are made.
4. Instruction of Personnel. Commanding officers responsible for the operation of the dining facility are responsible for ensuring that adequate instructions are given to all personnel on the proper operating procedures and safety measures to be used in operating dining facility equipment, and fire safety measures.

7

SECTION IX

901. COLLECTION AND DISPOSAL OF FOOD GARBAGE AND GREASE1. Food Garbage and Grease to be Disposed of by Sales Contracta. Definitions

(1) Food Garbage. Edible table refuse, melon rinds, etc., and natural refuse of edible matter resulting from food preparation or decay.

(2) Grease. Edible fats, oils, and grease accumulation.

2. Preparation for Disposal

a. Food garbage intended for animal consumption will be kept segregated and not mixed with non-edible matter such as cans, glass, and trash.

b. Grease will be stored in 55 gallon containers with clamp-on type covers furnished by the contractor.

3. Collection

a. Food garbage will be collected daily, Monday through Saturday excluding legal holidays, between the hours of 0500 and 1600.

b. Grease will be collected weekly or more frequently if required, between 0500 and 1500.

c. If grease or garbage is not collected, contact the Defense Property Disposal Officer.

4. Recovery of Government Owned Property. The purchaser (contractor) will return promptly to the Food Service Operations Officer, (not the dining facility) any items of Government property such as tableware, cooking utensils, etc., inadvertently included in the materials collected.

SECTION X1001. RECORDS, MAINTENANCE, FILING AND DISPOSITION

1. General. The following is a guide for the maintenance, filing, and eventual disposal of the records of dining facility operation.

➡ 2. Dining Facility Administration. Applicable documents should be contained in a folder for each calendar day as follows:

a. Left side of Folder

- (1) Daily Food Cost Analysis
- (2) Memorandum of Meals Authorization by Man-Days
- (3) Man-Day Fed Report
- (4) Paid Supernumerary Ration Register
- (5) Meal Signature Records
- (6) Special Meal Request (Box Lunches, Picnic Ration, Field Chows, and etc.)
- (7) Subsistence Issue Receipt
- (8) Cook's Worksheet with Product Sheets and Produce Requirement Sheet attached.

b. Right side of Folder

- (1) Completed delivery copy of requisition
- (2) Inter-facility transfers
- (3) Other documents of credit or debit
- (4) True bills
- (5) Data processing print-outs (True Bills)

c. To be placed in last day of the month folder

- (1) Completed Monthly Subsistence Inventories
- (2) Completed true and estimated financial status

d. The aforementioned folders are to be kept on file for a period of six months, then destroyed.

e. One folder per month to be used for Expired Subsistence Stock Record Cards (NAVMC 708) and letters of inventory adjustment. Destroy after one year.

f. Stock Record Cards (NAVMC 708) for minor property and cleaning supplies. Destroy six months after card has been completed or item reduced to a zero balance.

g. Letters of monthly audit of funds held by unit custodian and Man-Day Reports (NAVMC 565-1). Destroy when five years old.

h. Correspondence (General). Destroy when two years old, when superseded, or no further purpose can be served.

SECTION XI1101. FOOD SERVICE INSPECTIONS FOR BEST DINING FACILITY AWARD

1. General. The Marine Corps Base Quarterly Award Program is designed to instill pride and invoke spirited competition among the dining facilities to endeavor for self-improvement in each operation. The current edition of MCO 10110.34 provides an inspection checklist which is utilized as a guide in inspection of dining facilities. To provide a basis for nomination to compete in the award program, the following guidelines and schedule are provided.

2. Food Service Inspection Procedures. Each unit operating a dining facility will initiate action to ensure:

- a. The unit dining facility officer or S-4 officer is present during the inspection.
- b. Past inspection reports are reviewed and discrepancies corrected within the unit's capability.
- c. That the below items are displayed for inspection:
 - (1) Copies of all work requests and log of emergency work request calls.
 - (2) Copy of all Consolidated Memorandum Receipts.
 - (3) Applicable Marine Corps Orders, Technical Manuals, and Base Standing Operating Procedures for Food Service.
 - (4) Chief Food Service Attendant's log of significant events that occur daily in personnel management.
 - (5) NAVMC 708 Stock Record and Inventory Control Cards on noncustodial property and cleaning gear.
 - (6) Letters or supporting vouchers for inventory adjustment to Subsistence Stock Record and Inventory Control Cards, NAVMC 708.
 - (7) Monthly letters of unserviceable and missing property.
 - (8) NAVMC 708 Stock Record and Inventory Control Cards for subsistence, with completed back-up card for each item.
 - (9) Letters of appointment for Subsistence and Self-Service.
 - (10) Self-Service Shopping List.
 - (11) Minor property reports.
 - (12) Equipment Maintenance Folders.
 - (13) Dining Facility Managers and Officers Guide Book
 - (14) Letters of Inventory Adjustments
- d. Current-month items to be displayed
 - (1) Appointment letters for unit authorized custodians, dining facility cashier, and alternates.
 - (2) Medical inspection of assigned food service attendants.
 - (3) Clothing receipt for occupational cooks clothing.
 - (4) Training folders.
 - (5) Lesson plans.
 - (6) Copy of cooks' annual physicals.
- e. Current-month plus preceding-month items to be displayed
 - (1) Copies of Paid Supernumerary Ration Register (letters requesting group feeding attached to copies involving collection of money).
 - (2) Cook's Work Sheet, NAVMC 36-SD
 - (3) Product Sheets, NAVMC 10616
 - (4) Cook's Produce Requirement Sheet, NAVMC 10615 .
 - (5) Subsistence Issue Receipt, NAVMC 10568

(6) Receipt for dining facility cashier

(7) True bills

3. Food Service Inspection Schedule. A food service quarterly inspection will not be conducted during the quarter a Commanding General's and/or Inspector General's Inspection is scheduled.

<u>UNIT</u>	<u>FACILITY</u>	<u>INSPECTION SCHEDULE</u>
HqBn	9	2d Tuesday of each quarter
SptBn	1209	3d Tuesday of each quarter
MCAS(H)	MCAS-226 & 4012	4th Tuesday of each quarter
*MCSSS	M-424 & FoodServScolCo	2d Tuesday of the 2d month of each quarter
Rifle Range	RR-3	3d Tuesday of the 2d month of each quarter
MCES	BB-7	2d Tuesday of the 3d month of each quarter
CorrServ	1041	3d Tuesday of the 3d month of each quarter

*During the quarterly inspection of Dining Facility M-424, an inspection of Project 31 Funds utilized by the Food Service School Company will be conducted and will be made a part of the dining facility inspection report.

4. Award. A plaque will be awarded for display in a conspicuous location in the dining facility of the unit receiving the highest rating on the quarterly food service inspection. Each dining facility receiving a quarterly award will be eligible to compete for the Tri-Command Quarterly Award.

5. Tri-Command Award. Those units that receive their respective command's quarterly award for best dining facility will compete for the Tri-Command Award. Tenant units will submit their nominee to the Commanding General, Marine Corps Base no later than the tenth of the month following the last month in each quarter. An evaluation team will be composed of the Base Food Service Officer as team coordinator, the Base Food Service Operations Officer, 2d Marine Division Food Service Officer, 2d Force Service Support Group Food Service Officer, and one Food Service Officer from Food Service School Company, Marine Corps Service Support Schools. The Team Coordinator will not be a grading member of the evaluation team; however, he will promulgate the evaluation schedule, brief and debrief commands and forward the results of the evaluation to the Commanding General, Marine Corps Base and coordinate the award presentation. During the debrief, the Team Coordinator will not divulge relative standings of one facility to another facility competing for the Tri-Command Award. Commands winning the Tri-Command Award four consecutive quarters will retain the award.

6. Chef of the Quarter Award. In order to recognize and provide incentive to food service personnel because of the excessive and irregular hours they must work in the accomplishment of their mission, the "Chef of the Quarter" award program is established.

a. Base Commanding Officers with operational control of a dining facility will:

(1) Select once each quarter a Food Service Specialist (Sgt and below) assigned to the dining facility to compete with the nominees from other base units for the "Chef of the Quarter" Award.

(2) Submit in letter format to the Commanding General (Attn: Base Food Service Officer) the nominee's name and the basis for selection by the 15th of January, April, July and October.

b. A board consisting of the Base Food Service Officer, Base Food Service Operations Officer, Base Food Service Technician and one Base Dining Facility Manager appointed on a rotating basis will meet on the third Wednesday in the first month of each quarter.

c. The board will consider nominees for selection based on the information submitted by Commanding Officers, personal appearance, and general knowledge of the food service field.

d. The nominee selected for base "Chef of the Quarter" will receive a Certificate of Commendation presented by the Commanding General or the selectee's Commanding Officer.

MOS INDIVIDUAL TRAINING RECORD

MOS 3371/3372
COOK/COOK SPECIALIST

(NAME)	(RANK)												
SUBJECT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL HOURS
ARMED FORCES													
RECIPE SERVICE													
COOKING METHODS AND TERMS													
MEAT													
COOKERY													
SALADS, SALAD													
DRESSINGS													
STOCKS, SOUPS, ROUX & GRAVIES													
VEGETABLE													
COOKERY													
PASTRY													
BAKING													
FOOD HANDLING AND SANITATION (GAR., & FLD)													
MEAL SIGNATURE RECORD													
MEMORANDUM OF MEAL AUTH. BY MAN-DAYS													
COOKS													
WORKSHEET													
PRODUCT													
SHEETS													
PRODUCE REQUIRE- MENT SHEET													
SUBSISTENCE ISSUE RECEIPTS													
PRINCIPLES OF NUTRITION													
MENUS													
NAVMC 708 CARDS													
QUICK													
BREADS													
FIELD RANGE													
M-59													
FIELD RANGE													
M-1937													
IMMERSION WATER HEATER													
FIELD MESS OPERATION													
FOOD SERVICE PROGRAM													
VECTOR													
CONTROL													
SUBSISTENCE													
ACCOUNTING													
TOTAL HOURS													

Figure 1.--MOS Individual Training Record

DAILY COST ANALYSIS

DINING FACILITY NO. _____ MENU DATE _____ BASIC DAILY FOOD ALLOWANCE \$ _____

MCBCL 10110/21 (REV 7-80)

DAILY SUBSISTENCE ISSUE				
ITEM	BREAKFAST	LUNCH	DINNER	TOTAL - 3 MEALS
Breads & Pastry	\$	\$	\$	\$
Milk				
Ice Cream				
Dairy				
Miscellaneous				
Fresh Fruits & Vegetables				
Frozen Fruits & Vegetables				
Meats				
Carbonated Beverages				
Non-Perishables				
TOTAL COST				XXXXXX
Divided by Head Count				XXXXXX
Equals Cost Per Meal				XXXXXX
TOTAL COST (3 MEALS)	XXXXXX	XXXXXX	XXXXXX	
Divided by Total Man-Days Fed	XXXXXX	XXXXXX	XXXXXX	
Equals Actual Cost Per Man-Day	XXXXXX	XXXXXX	XXXXXX	\$

ACCUMULATED MAN-DAYS FED

ACCUMULATED EXPENDITURES

Accumulated Man-Days Fed		Accumulated Expenditure	
		Plus Daily Expenditure	
Plus		Plus/Minus Adjustments	
Daily Man-Day Fed		Equals Total Expenditure	
Equals		Divided by Total Man-Days Fed	
Total Man-Days Fed		Equals Average Cost to Feed	

DAILY MONETARY INVENTORY

Item	Opening Inventory	Plus/Minus Adjustments (Price Changes, etc.)	Plus Daily Receipts	Minus Daily Expenditures	Equals Inventory Balance
Breads & Pastry					
Milk					
Ice Cream					
Dairy					
Miscellaneous					
Fr. Fruits & Veg					
Froz Fruits & Veg					
Meats					
Carbonated Bev					
Non-Perishables					
TOTAL					

Ending Inventory ÷ Total Monetary Credits = Inventory Percentage _____ %

I certify the above analysis to be correct:

Dining Facility Manager

Date Prepared _____

Dining Facility Officer

Figure 2.--Daily Cost Analysis

DINING FACILITY PERSONNEL LISTING
(Report Control Symbol (Exempt--No RCS Required))
MCBCL 4061/2 (REV. 3-81)

MONTHLY PERSONNEL ROSTER

DINING FACILITY NO. 1209 COMMANDING OFFICER LtCol I. CHARGE MONTH June 1981
UNIT SptBn, MCB DINING FACILITY MANAGER MSGT S. BROWN DINING FACILITY OFFICER 1stLt B. GRAY

The personnel roster will be submitted in a legible manner (typed when practical). The roster will be made in duplicate with the original submitted to the Food Service Office no later than the third working day of each month and the duplicate retained in the units files. Only Food Service personnel assigned will be listed alphabetically according to rank.

NAME	RANK DATE OF RANK	MOS/SSAN	DATE OF ANNUAL PHY	ORGANI- ZATION	OF 3300 MCI COURSES ACTIVE/COMP	OF 33 SCHOOL TRAINED		SANI TRAINED		CARD	EAS
						YES/NO	REF COURSE	YES/NO	DATE		
BROWN, S.	MSGT Nov 78	3381 329-44-1749	Jan 1981	SptBn	5 Comp 1 Active	Yes	FSSNCOC CLNC	Yes	Mar 81	Yes	Mar83
GREEN, B.	Sgt Oct 80	3371 427-30-5040	Dec 1980	SptBn	2 Comp 1 Active	Yes	FSNCOC CLNC	Yes	Feb 81	Yes	Jun85
WHITE, G.	PFC Feb 81	3371 247-29-4050	Jan 1981	2dFSSG	1 Active	No		Yes	Dec 80	Yes	Sep83
BLACK, R.	Pvt May 81	3371 406-30-2519	Jun 1980	SptBn	3 Comp	Yes	FSBC	Yes	Sep 80	Yes	Sep81

PROJECTED LOSSES: 30 DAYS 1 60 DAYS 2
NUMBER OF DINING FACILITY ATTENDANTS ASSIGNED 42

MOS TRAINING

	T/O				M/L				ON HAND				COURSE	DATE	INSTRUCTOR
	3381	3371	3311	3061	3381	3371	3311	3061	3381	3371	3311	3061			
E9													Basic Math	3-3-81	I. M. MARINE SSgt
E8	1				1								Cooks Worksheet	3-10-81	A. J. SMART GySgt
E7		2				1				1			Preparation of	3-17-81	C. D. COOK Sgt
E6		4	1			2				1	1		Product Sheets		
E5		4	1	1		3	1			3					
E4		6	2			5	1	1		6	1	1			
E3		10	4	2		6	3	1		6	3				
E2/1		4				2				1					
TOTAL	1	30	8	3	1	19	5	2	1	18	5	1			

Figure 3.--Monthly Personnel Roster

A-4

(Report Control Symbol MCBCL-10110-01)

PGM E4 87211

INVENTORY/PRICE LIST OF PERISHABLE ITEMS FOR DINING FACILITY # 18 FOR MONTH OF MAY 79

PAGE 321

NSN	U1	UP	NUMERICAL	RECORD TOTAL QUANTITY ON HAND IN THIS BLOCK
8905011775017	LB	\$1.88	BEEF, DICED, FROZEN, UNCOOKED,	36
8905002852075	LB	\$1.44	BEEF, GROUND, FROZEN	98
8905010503153	LB	\$1.30	BEEF, GROUND, FROZEN, W/20 % A	0
8905003532266	LB	\$1.51	BEEF, PATTIES, FROZEN, ROUND,	164
8905010503152	LB	\$1.53	BEEF, PATTIES, FROZEN, ROUND,	0
8905004104671	LB	\$1.86	BEEF, ROUND, FROZEN, w/20% A	0
8905005821323	LB	\$2.84	BEEF, TENDERLOIN, FROZEN, UNCR	0
8960010407123	GL	\$.78	BEVERAGES, LIQUID, NON-CARBONATE	0
8950003286725	HD	\$2.94	BLUE CHEESE DRESSING, 1/2 OZ *	4
8915001420511	LB	\$.74	BLUEBERRIES, FROZEN, W/C PACK	0
8905005821346	LB	\$.93	BULGOGGI, FROZEN, 60 OZ BEEF A	48
8920007535764	LB	\$.93	BREAD, RAISIN, PAN BAKE, ROUND	0
8920007535763	LB	\$.40	BREAD, RYE, HEARTH OR PAN BAKE	12

DINING FACILITY NO.

9

DATE

31 MAY 1981

I certify that, in accordance with BO P10110.10 and
MCO P10110.14, this inventory for the month of
MAY 1981 is true and correct.

Capt C. R. Jones
Signature of Dining Facility Officer

Figure 5.--Subsistence Inventory

HEADING

(DATE)

From: _____

To: (Commanding officer having operational control of dining facility)

Subj: Request to Adjust NAVMC 708 Subsistence Cards

Ref: (a) BO P10110.10

1. It is requested that permission be granted to adjust NAVMC 708 cards in accordance with the reference. Adjustment will reconcile physical inventories with entries on NAVMC 708 cards for the period ending _____.
(DATE)

2. Increases:

<u>NSN</u>	<u>ITEM NAME</u>	<u>UNIT</u>	<u>UNIT COST</u>	<u>UNITS INCREASED</u>	<u>TOTAL COST</u>
------------	------------------	-------------	------------------	------------------------	-------------------

(GRAND TOTAL)

3. Decreases:

<u>NSN</u>	<u>ITEM NAME</u>	<u>UNIT</u>	<u>UNIT COST</u>	<u>UNITS INCREASED</u>	<u>TOTAL COST</u>
------------	------------------	-------------	------------------	------------------------	-------------------

(GRAND TOTAL)

4. Total monetary increase/decrease _____.

5. The reason for this adjustment is _____.
(State reason, end of the month found error on inspection, etc.)

(SIGNATURE)

Copy to:
BaseFoodServO

FIRST ENDORSEMENT on _____,
(ORIGINATOR OF LETTER) (CODE)

(DATED)

From: _____
(COMMANDING OFFICER)

To: _____

1. Returned approved/disapproved.

(SIGNATURE)

Figure 6.--Sample Format for Request to Adjust NAVMC 708 Subsistence Cards

SPECIAL MEAL REQUEST

From (Organization and Section)				Date	
I certify that I will be responsible for the cash collection for all subsistence furnished to personnel not entitled to subsist at Government expense prior to consumption.					
Requestor Name, Rank, Title, and Phone				Signature	
To: Enlisted Dining Facility				Via: Commanding Officer	
APPROVED		DISAPPROVED		Signature and Date	
Request the following Rations be furnished:					
Date and Time of Pickup			Consumption Location		
Total Quantity	Type of Ration		Total Quantity	Type of Ration	
	Breakfast (field)			Picnic Ration	
	Lunch (field)			Bag Lunch	
	Dinner (field)				
Reimbursement	Enlisted on Commuted Rations \$	OFFICERS \$	CIVILIANS \$	CHILDREN \$	Enlisted at Gov't Expense
Receipt	Date and Time Rec'd	Total Funds Collected \$		Name of Remitter (Type)	
	I certify that the subsistence items were received and monies remitted.			Signature and Rank	
Payment	Date and time money Rec'd	Amount \$		Name of person receiving monies	
	I certify receipt of monies collected from sale of subsistence items.			Signature and Rank	

INSTRUCTIONS

1. All meals will be sold on a cash basis. Collection will be at the time and place of pickup and before consumption.
2. An original and two copies shall be submitted to the Dining Facility for each day and each requirement requested. Requests for prepared meals in the field and picnic request shall be submitted to reach the Dining Facility five (5) working days prior to pickup. Request for bag lunches will be submitted twenty four (24) hours prior.
3. For bag lunches or picnic rations the requestor will provide on the reverse or by separate correspondence a list of those personnel entitled to subsist at government expense. This listing is to provide the name, rank, organization and Meal Card numbers of those personnel. Additionally, the names of the personnel not entitled to subsist at government expense are to be included and designated by an asterisk.

Figure 7.--Special Meal Request

MCBCL 10110/26

MEAL SIGNATURE RECORD (10110)

NAVMC 10789 (REV. 4-78) SN: 0000-00-006-3152 U/1: SH

DATE:

(2-73 edition will be used)

TYPE OF MEAL (Check applicable block)

☐ BREAKFAST

☐ LUNCH

☐ DINNER

☐ BRUNCH

☐ NIGHT MEAL

☐ OTHER (Specify)

CATEGORY OF PERSONNEL (Check applicable block)

MARCOMPS — REGULAR	ARMY — REGULAR	COAST GUARD	ROTC (Specify Service)	OTHER (Specify)
MARCOMPS — RESERVE	ARMY — RESERVE	NATIONAL GUARD (Specify Service)	FOREIGN (Specify)	
NAVY — REGULAR	AIR FORCE — REGULAR	CADETS (Specify Service)	OFFICER PAYROLL CHECKAGE (Specify)	
NAVY — RESERVE	AIR FORCE — RESERVE			

SIGNATURE & GRADE	MEAL CARD NUMBER	COMMAND OR UNIT	SIGNATURE & GRADE	MEAL CARD NUMBER	COMMAND OR UNIT
1.			31.		
2.			32.		
3.			33.		
4.			34.		
5.			35.		
6.			36.		
7.			37.		
8.			38.		
9.			39.		
10.			40.		
11.			41.		
12.			42.		
13.			43.		
14.			44.		
15.			45.		
16.			46.		
17.			47.		
18.			48.		
19.			49.		
20.			50.		
21.			51.		
22.			52.		
23.			53.		
24.			54.		
25.			55.		
26.			56.		
27.			57.		
28.			58.		
29.			59.		
30.			60.		
31.			61.		
32.			62.		
33.			63.		
34.			64.		
35.			65.		
36.			66.		
37.			67.		
38.			68.		
39.			69.		
40.			70.		
41.			71.		
42.			72.		
43.			73.		
44.			74.		
45.			75.		
46.			76.		
47.			77.		
48.			78.		
49.			79.		
50.			80.		
51.			81.		
52.			82.		
53.			83.		
54.			84.		
55.			85.		
56.			86.		
57.			87.		
58.			88.		
59.			89.		
60.			90.		
61.			91.		
62.			92.		
63.			93.		
64.			94.		
65.			95.		
66.			96.		
67.			97.		
68.			98.		
69.			99.		
70.			100.		
71.			101.		
72.			102.		
73.			103.		
74.			104.		
75.			105.		
76.			106.		
77.			107.		
78.			108.		
79.			109.		
80.			110.		

I HEREBY CERTIFY that the above individuals have been furnished meals as listed above in an appropriated fund dining facility at government expense.

Typed or Printed Name and Grade of Meal Signature Supervisor	Signature of Meal Signature Supervisor
NAME AND GRADE OF AUTHORIZED CUSTODIAN (Typed or printed)	SIGNATURE OF AUTHORIZED CUSTODIAN
NAME AND GRADE OF UNIT COMMANDER/OFFICER IN CHARGE (Typed or printed)	SIGNATURE OF UNIT COMMANDER/OFFICER IN CHARGE

TOTAL MEALS (multiplied by) CONVERSION FACTOR (equals) NUMBER OF RATIONS

_____ x _____ = _____

Figure 8.--Meal Signature Record

HEADING

(DATE)

From: (Commanding Officer Operating Dining Facility)
To: (Name of Individual Assigned)

Subj: Assignment of Duties as Meal Signature Record Supervisor

Ref: (a) MCO P10110.14_

1. In accordance with the reference, you are assigned the following duties as Meal Signature Record Supervisor for dining facility number _____. Your effective date of appointment is _____ to _____.
2. You will relieve _____, whose appointment is revoked by this order, a copy of which will be provided individual relieved.
3. The uniform for your assignment is the uniform of the day with duty belt.
4. You will receive instructions and be guided in the performance of your duties by the authorized custodian. Your post is standing in the immediate area of sign-in counters so as to observe and identify meal cards and actual recording of signatures on Meal Signature Records.
5. You will ensure that Meal Signature Records (NAVMC 10789) are prepared in accordance with the following instructions:
 - a. Record the unit (_____) and dining facility number (_____) on the upper left hand corner of the form.
 - b. Enter the date the meal is served.
 - c. Check the applicable block for type of meal served.
 - d. Check the applicable category of personnel. Separate sheets will be used to record each category of personnel, i.e., Marines (regular, reserve), Navy, ROTC, etc.
 - e. Ensure that each individual entering the dining facility presents his meal pass for identification, and records surname, initials, and grade on Meal Signature Record. He will also enter his meal pass number and the abbreviated title of his command or unit in the space provided.
 - f. You will ensure that personnel without a valid meal pass do not enter the dining facility unless they are officers or enlisted personnel in a commuted ration status.
 - g. When block form certification feeding is in effect, you will ensure that the individual in charge of the formation reports to you the number of men in the formation and the unit he represents. You will then count these men, as they pass through, to verify the count. After the last man has passed through the entrance, the individual responsible for the formation will certify, by his signature and organization, the following on the Meal Signature Record: "I acknowledge receipt of _____ (must be numerical) meals this date which are for _____ (must be spelled out) individuals who are required to subsistence-in-kind".
 - h. Ensure that all Naval personnel sign the Meal Signature Record separately.
 - i. Upon conclusion of each meal, you will collect the Meal Signature Records, assemble them in sequence by category, line through all unused spaces, sign the last page of each category, and deliver them to the dining facility manager for his representative.

(SIGNATURE)

Copy to:
Individual Relieved
Dining Facility _____

Figure 9.--Sample Format for Assignment of Duties as Meal Signature Record Supervisor

(Report Control Symbol (Exempt--No Report Control Symbol Required))

REPORTING ACTIVITY		TYPE OF REPORT				DATE	
HqBn, 2dMarDiv (Rein), FMF, Camp Lejeune, N. C.		<input checked="" type="checkbox"/> DAILY <input type="checkbox"/> MONTHLY		26 Jan 1981			
TYPE OF PERSONNEL	BREAKFAST MEALS	LUNCH MEALS	DINNER MEALS	NIGHT MEALS		TOTAL MEALS BY TYPE OF PERSONNEL	
				BREAKFAST MEALS	DINNER MEALS		
MARINE CORPS	174	237	223				634
REGULAR							
RESERVE			2				2
NAVY	1	1					2
REGULAR							
RESERVE		1	1				2
ARMY							
REGULAR							
RESERVE							
AIR FORCE							
REGULAR							
RESERVE							
COAST GUARD							
NATIONAL GUARD (Specify Service)							
CADETS (Specify Service)							
ROTC (Specify Service)							
FOREIGN (Specify)							
MARINE CORPS							
NAVY							
OTHER (Specify)							
OFFICER CHECK							
PAID SUPERNUMERARIES	14	16	11				41
OTHER (Specify)	10	10	10				30
MCJROTCs							
TOTAL MEALS	199	265	247				711
TOTAL MAN-DAYS (MEAL TOTALS OF LINE 18 MULTIPLIED BY APPLICABLE PERCENTAGE)	39.80	106.00	98.80				244.60
							245

I certify that the total number of man-day credits for
 25 January 81 is correct.
 J. R. Winslow
 J. R. WINSLOW, By direction
 USMC XXXXXXX

Figure 10.--Man-Day Fed Report

<u>Type Meal</u>	<u>Conversion Factor (%)</u>
Regular Feeding:	
Breakfast	20
Lunch	40
Dinner	40
Holiday Meal	40
Brunch Feeding/Two Meals:	
Breakfast/Brunch	45
Dinner/Brunch	55
Holiday Brunch	55
Night Meal	20 or 40, depending on whether a breakfast or dinner menu is served.

Serving periods--the periods of time in which the meals which constitute the daily food allowance are served. The specific periods established are:

Breakfast--the meal served during the morning hours and considered the first meal of the day.

Lunch--the meal served during midday and considered the second meal of the day.

Dinner--the meal served during evening hours and considered the third meal of the day.

Breakfast/Brunch--the meal served in lieu of the normal breakfast and lunch meals and consisting of both breakfast and lunch food items.

Dinner/Brunch--the meal served during the evening hours on days when brunch is served.

Night Meal--the meal served during the late evening to early morning hours for watch standers whose duties cause them to miss the regular schedule of meals.

- NOTES:
1. Either the normal three meals or two-meal brunch routine may be served on Saturday and Sunday as well as on special holidays.
 2. Either the two-or three-meal routine constitutes the total authorized by the BDFA which is not to be exceeded on the monthly average.

Figure 11.--Man-Day Credit Conversion Factors

MEMORANDUM OF MEAL AUTHORIZATION BY MAN-DAYS (10110)
 NAVJMC 565 (REV. 1-74) SN: 0000-00-0007-7505 U/I: SH
 (9-72 EDITION WILL BE USED)

NOTICE: Data compiled from the entries on this form are used to support the Subistence in Kind Budget submitted to the Congress of the United States.

(Report Control Symbol (Exempt--No Report Control Symbol Required))

REPORTING ACTIVITY		PERSONNEL RECAPITULATION										TYPE REPORT		DATE		TOTAL MAN-DAYS OF MEAL AUTHORIZATION
Headquarters Battalion, 2dMarDiv, MCB, Camp Lejeune		ACTUAL STRENGTH	LESS LEAVE	LESS NAVY HOSPITAL	LESS UA/AWOL	LESS TAD/DET	LESS COMRATS	LESS OTHER DEDUCTIONS	NET STRENGTH	PLUS OTHER ADDITIONS	10 October 1980					
TYPE PERSONNEL																
MARINES		550	10	5	1	4	75	18	437	9			446			
NAVY		19	2				2		15				15			
ARMY		10							10				10			
AIR FORCE		4							4				4			
PAID SUPERNUMERARIES																
OTHER (Specify)																
TOTALS		583	12	5	1	4	77	18	466	9			475			

EXPLANATION OF "OTHER DEDUCTIONS" AND "OTHER ADDITIONS" COLUMNS

OTHER DEDUCTIONS: Packaged Operational Rations 9 (3 Marines ate 27 meals PORs)
 Physical Evaluation Board 2
 Home Awaiting Orders 4
 IHMA 3
 TOTAL 18

OTHER ADDITIONS: Temporary Additional Duty 9

I certify that the total man-days of meal authorization from 0001 to 2400 10 October 80 are correct.
 I certify that the total man-days of meal authorization for month of 19 are correct.

[Signature] USMC, Commanding

BREAKDOWN OF PERSONNEL ON ACTIVE DUTY FOR TRAINING OTHER THAN RESERVES ON EXTENDED OR CONTINUOUS ACTIVE DUTY WITH THE REGULAR ESTABLISHMENT:

MARINES	3	NAVY		ARMY		AIR FORCE	
---------	---	------	--	------	--	-----------	--

Figure 12.--Memorandum of Meal Authorization by Man-Days

SAMPLE

(Report Control Symbol (Exempt--No
RCS Required))

HEADQUARTERS
2d Battalion, 2d Marines
2d Marine Division, FMF
Camp Lejeune, North Carolina 28542

21:FAG:tfh
4400
21 Aug 1980

From: Commanding Officer
To:

Subj: Authorized Custodian; appointment of

Ref: (a) NavCompt Manual, vol. 4
(b) MCO P4400.15
(c) MCO P10110.14

1. In accordance with paragraph 041512 of reference (a), you are hereby appointed as Authorized Custodian (PRIMARY/ALTERNATE) for this command vice _____, relieved. The effective date of this appointment is _____.

a. Duties. To collect funds derived from the sale of meals to individuals of this command. You will not accept another position involving the handling of public funds. Prior to performing the functions of authorized custodian, you are directed to thoroughly familiarize yourself with the current instructions and procedures applicable to this position as contained in references (a) through (c).

b. Safeguarding of Funds. You will be provided a safe for your exclusive use (for public funds) which will be accessible only to you. The combination to the safe will be known only to you and will not be communicated to, or placed in the custody of, anyone else. The public funds entrusted to you will not be intermingled with other funds, nor will classified material be stored in the safe provided you for the safekeeping of public funds.

c. Limitations. You are authorized to have in your possession public funds for the sale of meals not in excess of \$200. Cash collections from the sale of meals will be turned in to the Base Food Service Collection Agent, located in Bldg. 1116, on Mondays, Wednesdays, and Fridays by 11:30 A.M. provided the amount authorized has not been exceeded. If the amount of the collections exceeds \$200, collections will be turned in daily. A change fund is not authorized for this position except as contained in paragraph 3084.5 of reference C.

2. You will indicate by endorsement hereto your acceptance of this position and agree to hold yourself accountable to the Government of the United States for all public funds received. This appointment may be revoked at any time. Revocation will be in writing, addressed to you, and will show the effective date.

3. This letter of appointment, with endorsement, will be maintained in the permanent file of this command to show the successive holders (revocation) of this position and will be retained for a period of not less than 5 years after you cease to serve.

COMMANDING OFFICER

FIRST ENDORSEMENT on

From:
To:

Subj: Authorized Custodian (PRIMARY/ALTERNATE); appointment of

1. I have read and understand the instructions and procedures contained in references (a) through (c) which apply to handling; and turn-in of public funds.

2. I hereby accept this appointment as Authorized Custodian (PRIMARY/ALTERNATE) and I agree to hold myself accountable to the Government of the United States for all public funds received.

(SIGNATURE)

Copy to:
Appointee (Original)
Collection Agent (Signed Copy)
Individual Relieved

Figure 13.--Sample Format for Authorized Custodian; appointment of

DATE _____

From: Commanding Officer, _____
To:

Subj: Dining Facility Cashier (Primary/Alternate); appointment of

Ref: (a) NavCompt Manual, vol. 4
(b) MCO P10110.14K

1. In accordance with the instructions contained in references (a) and (b), you are hereby appointed as Dining Facility Cashier (Primary/Alternate) for Dining Facility No. _____. Your effective date of appointment is _____. You will relieve _____, whose appointment is revoked by this appointing order, a copy of which will be provided the individual relieved. Appointment to this position is under the supervision of the unit authorized custodian.

a. Duties. You are to collect all funds derived from the sale of meals to dining facility patrons. All signatures will be recorded legibly on paid supernumerary ration registers issued to you by the unit authorized custodian. Prior to performing the functions of Dining Facility Cashier, you are directed to thoroughly familiarize yourself with the current instructions and procedures applicable to this position as contained in reference (b) and as may be given to you by the unit authorized custodian. In the execution of these duties, you will not engage yourself in any other duties while collecting funds derived from the sale of meals.

b. Safeguarding of Funds. You will be provided a safe for your exclusive use (for public funds), which will be accessible only to you. The combination of the safe will be known only to you and will not be communicated to or placed in the custody of anyone else. The public funds entrusted to you will not be intermingled with other funds, nor will classified material be stored in the safe provided for the safekeeping of public funds.

c. Limitations. You are authorized to have in your possession public funds for the sale of meals not in excess of \$100. Cash collections from the sale of meals will be turned in to the unit authorized custodian. If adequate safe keeping facilities are not available, or the amount of the collections exceed \$100, the unit authorized custodian should be notified immediately.

2. You will turn over all funds collected from the sale of meals, with the supporting ration registers, to the unit authorized custodian at least once each working day and whenever the collections exceed \$100.

3. You will indicate by endorsement hereto your acceptance of this position and agree to hold yourself accountable to the Government of the United States for all public funds received.

MCBCL 4061 (Rev. 1-81)

Subj: Dining Facility Cashier (Primary/Alternate); appointment of

This appointment may be revoked at any time. Revocation will be in writing and will show the effective date.

COMMANDING OFFICER

DATE _____

FIRST ENDORSEMENT

From:

To: Commanding Officer, _____

Subj: Acceptance of (Dining Facility Cashier) (Alternate)

1. I accept the appointment as Dining Facility Cashier (Primary/Alternate) for Dining Facility No. _____, and I agree to hold myself accountable to the United States for all public funds received. I have read and understand this appointment and all responsibilities contained therein.

(SIGNATURE)

Copy to:
Appointee (Original)
Individual Relieved
Activity Collection Agent (signed copy)
File (Retain for 5 years)

Figure 14A.--Dining Facility Cashier (Primary/Alternate); appointment of (continuation)

6/2/77

DAILY RECAPITULATION						ACCUMULATED					
	REGULAR	CADETS	SURCHARGES				REGULAR	CADETS	SURCHARGES		
			NON PER DIEM	PER DIEM	CHILDREN				NON PER DIEM	PER DIEM	CHILDREN
BREAKFAST	1	1	1	1		BREAKFAST	1	1	1	1	
DINNER	1	1	1	2		DINNER	1	1	1	2	
SUPPER	1	1	1	1		SUPPER	1	1	1	1	
BRUNCH						BRUNCH	1	1		1	1
SUP-BRUNCH						SUP-BRUNCH	1	1	1	1	
FLIGHT MEALS	1			1		FLIGHT MEALS	2		1	2	

Certified correct and complete.

A. A. GREEN
(Signature of Mess Officer)

FOOD COST	\$ 14.30	FOOD COST	\$ 27.90	<p>*Receipt is acknowledged for this amount.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>A. A. WHITE (Signature of Collection Agent)</p> </div>
SUR-CHARGES	\$ 6.35	SUR-CHARGES	\$ 10.85	
TOTAL	\$ 20.65	TOTAL	\$ 38.75	

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SAMPLE FORMAT

From: Your name, SSN, Unit
To: Commanding General, Marine Corps Base, Camp Lejeune, North Carolina 28542 (Attn: Base Food
Service Officer)
Via: (1) Commanding Officer, _____ (organization)
(2) Commanding General, _____ (as appropriate)
Subj: Audit/Verification of Public Funds and Man-Day Fed Reports
Ref: (a) Your appointment letter
(b) MCO P10110.14_
(c) BO P10110.10_

1. In accordance with the references, an audit of cash on hand at Dining Facility # _____
was conducted on _____.

<u>Paid Supernumerary Ration Register #</u>	<u>Food Cost</u>	<u>Surcharge</u>
XXXXX1	10.00	3.00
XXXXX2	<u>5.00</u>	<u>2.00</u>
Totals	15.00	5.00
Total Cash Collected	<u>20.00</u>	
Cash held by Unit Authorized Custodian	15.00	
Cash held by Dining Facility Cashier	<u>5.00</u>	
Total Cash Accounted For	<u>20.00</u>	
Difference		

2. The Unit Authorized Custodian and the Dining Facility Cashiers are/are not appointed in writing.

3. The Unit Authorized Custodian and the Dining Facility Cashiers do/do not have a safe for their own use in accordance with reference (b). The combinations were last changed on _____ which is/is not within the six month time frame. The combinations were changed by _____.

4. Ration registers (NAVMC 10298) are/are not accounted for and are/are not used in numerical sequence in accordance with reference (a).

5. The cash on hand does/does not exceed the amount authorized to be on hand.

6. Ten Man-Day Fed Reports were verified as required (briefly state results of verification and errors detected, if any).

(SIGNATURE)

Copy to:
DinFacOff
DinFacMgr

Figure 16.--Sample Format for Audit/Verification of Public Funds and Man-Day Fed Reports

DATE	DOCUMENT NUMBER	TYPE OF TRANSACTION	QUANTITY INCREASE	QUANTITY DECREASE	UNSERV	CUM. REGR. DEMANDS	AVAILABLE FOR ISSUE	ACCOUNTABLE BALANCE	EXPECTED RECEIPTS		
									DATE OF DOCUMENT	DOCUMENT NUMBER	QUANTITY
		BROUGHT FORWARD				144		6			
364	013-78	Rec'd	12					18			
364	1stQtr	Inv 1978				144		18			
004	ISS	Kitchen		9		153		9			
011	ISS	Dining Area		3		156		6			
011	014-78	Rec'd	24					30			
019	ISS	Kitchen		12		168		18			
024	ISS	Kitchen		12		180		6			
025	015-78	Rec'd	12					18			
032	ISS	Dining Area		9		189		9			
040	015-78	Rec'd	12					21			
042	ISS	Dining Area		4		193		17			
048	ISS	Kitchen		5		198		12			
054	016-78	Rec'd	6					18			
089	2dQtr	Inv 1978				216		6			
		CARRIED FORWARD									

INVENTORY CONTROL DATA																			
UNIT PACK		UNIT PRICE		ORDERSTK		MOUNT OUT		SAFETY LEVEL		LEAD TIME		REORDER POINT		OPER-LEVEL		REGN-OBJ			
				QTY		QTY		MONTHS		MONTHS		MONTHS		MONTHS	QTY		MONTHS		
		.20																	
JANNO				PC															
				TA															
						SUBSTITUTE ITEM													
<input type="checkbox"/> NONEXPENDABLE ITEM				<input type="checkbox"/> CONTROLLED ITEM				<input type="checkbox"/> EXPENDABLE ITEM				MFG CODE							

STOCK NUMBER	ITEM NAME
7920-00-267-4926	SPONGE, Metal, Stainless

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INSTRUCTIONS FOR USING THE INVENTORY CONTROL CARD, NAVMC 708-SD
TO MAINTAIN CONSUMABLE OR NONCONSUMABLE EXPENDABLE ITEM USAGE HISTORY

1. Balances will be brought forward from completed cards in the CUML. RECUR. DEMANDS ACCOUNTABLE BALANCE and AVAILABLE FOR ISSUE columns only.
2. DATE COLUMN - Julian date the document is posted to the Inventory Control Card.
3. DOCUMENT NUMBER COLUMN - Locally assigned transaction control number.
4. TYPE OF TRANSACTION - Description of transaction, i.e., Issued, Rec'd, etc.
5. QUANTITY INCREASE COLUMN - Quantity received (no matter the source).
6. QUANTITY DECREASE COLUMN - Quantity dropped to dining area deck, etc.
7. CUMULATIVE, RECURRING DEMANDS COLUMN - A running total of items used throughout a fiscal year. Only those items actually consumed in the garrison type operation will be entered in this column. Demands column will be started from zero at the beginning of each new fiscal year. The inventory control card will be RED LINED and usage history will be computed each quarter, i.e., total consumed as of 30 September divided by 3; as of 30 December divided by 6, etc. 50% of the averaged 30 day usage will be entered in the Oper-Level block at the bottom of the card.
8. UNIT PRICE BLOCK - The current unit price of the item.
9. SAFETY LEVEL BLOCK - 25% of the averaged 30 day usage.
10. OPER-LEVEL BLOCK - 50% of the averaged 30 day usage.
11. REQN-OBJ BLOCK - To be considered the allowance on all consumable expendable items (Add Safety Level to Operating Level to determine this entry).
12. STOCK NUMBER - National stock number or other assigned identifying numbers.
13. ITEM NAME - The complete item name.
14. UNIT BLOCK - The unit of issue: Ea, Lb, Pr, etc.
15. ALLOWANCE BLOCK - As established by Base Food Service for Minor Property items.

Figure 17A.--Instructions for Using the Inventory Control Card, NAVMC 708-SD

SELF-SERVICE CENTER SHOPPING LIST (4404)

NAVMC 10700 (REV. 2-78)
 SN: 0000-00-006-2261 U/I: PD (100 SHEETS PER PAD)
 PREVIOUS EDITION MAY BE USED.

INSTRUCTIONS				STAMP CHARGE PLATE HERE	
<p>Prepare in triplicate.</p> <p>The NSN portion of this Shopping list must be completed prior to going through check out counter.</p> <p>If the issue of an item is a non-recurring demand (NRD) place NRD in the item number column.</p> <p>Unit of Issue, Quantity, and Description are for customer use if desired.</p>					
ITEM NO.	NATIONAL STOCK NUMBER	UNIT OF ISSUE	QTY.	QUANTITY ISSUED	DESCRIPTION (IF DESIRED)
	8 - 20			25 - 29	
8.55 1	7340-00-060-6057	BX	2		Knife, table
5.10 2	7340-00-241-8169	BX	2		Fork, table
7.00 3	7340-00-241-8171	BX	2		Spoon, dessert
5.30 4	7350-00-170-8330	BX	2		Tumbler, drinking
.11 5	7350-00-655-4547	CO	10		Toothpicks
3.76 6	7350-00-823-7393	DZ	4		Bowl, eating
34.75 7	7330-00-403-3012	MX	1		Pan, pie
.75 8	7330-00-223-8006	EA	2		Brush, grease
5.87 9	8105-00-655-8286	BX	3		Bag, plastic
20.44 10	8105-00-C00-6246	HD	1		Sleeve, packaging bags
8.00 11	7930-00-899-9534	CO	1		Dishwashing compound
14.32 12	8540-00-285-7001	BX	1		Napkins
13					
14					
15					
16					
17					
18					
RECEIVED BY		DATE		REQUESTING UNIT	

Figure 18.--Self-Service Shopping List

DD FORM 1348 (6-7) 1 MAR 74

EDITION OF 1 AUG. 61 MAY BE USED UNTIL EXHAUSTED

SEND TO:		FUND		STOCK NUMBER		QUANTITY		DATE		DOCUMENT NUMBER		REQUISITION IS FROM:		FUND		STOCK NUMBER		QUANTITY		DATE		DOCUMENT NUMBER	
DOC. IDENT.	REQ. IDENT.	FUND	STOCK NUMBER	QUANTITY	DATE	DOCUMENT NUMBER	REQUISITION IS FROM:	FUND	STOCK NUMBER	QUANTITY	DATE	DOCUMENT NUMBER											
Base Plant Account Officer												Food Service Operations Officer M-93070											
M 93070 0 2 7 8 L 3 4 0												P. A. Number of NSN Ea 00005											
REMARKS												(Nomenclature)											
(Signature)												(Signature)											
FUND												FUND											
DISTRIBUTION												DISTRIBUTION											
PROJECT												PROJECT											
REQ. DEL. DATE												REQ. DEL. DATE											
PRIORITY												PRIORITY											
STOCK NUMBER												STOCK NUMBER											
QUANTITY												QUANTITY											
DATE												DATE											
DOCUMENT NUMBER												DOCUMENT NUMBER											
REQ. IDENT.												REQ. IDENT.											
FUND												FUND											
STOCK NUMBER												STOCK NUMBER											
QUANTITY												QUANTITY											
DATE												DATE											
DOCUMENT NUMBER												DOCUMENT NUMBER											

Figure 19.--DD Form 1348

INSTRUCTIONS FOR FILLING OUT FORM DD 1348,
TO TURN IN PLANT ACCOUNT AND CONTROLLED PROPERTY

<u>BLOCK</u>	<u>DESCRIPTION OF INFORMATION REQUIRED</u>
SEND TO	Self-explanatory
REQUISITION IS FROM	Self-explanatory
STOCK NUMBER	Plant Account Number (Plant Account Property) or National Stock Number (Controlled Property)
UNIT OF ISSUE	Each, Pair, Set, etc.
QUANTITY	Five digit number (Example: 00005)
DOCUMENT NUMBER	Self-explanatory
REMARKS	Nomenclature and Signature

Figure 19A.--Instructions for Filling Out Form DD 1348

SHIPPING CONTAINER TALLY															1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50														
REQUISITION AND INVOICE/SHIPPING DOCUMENT															6. REQUISITION NUMBER														
1. FROM:															2. DATE MATERIAL REQUIRED														
2. TO:															3. DATE SHIPPED														
3. SHIP TO - MARK FOR															4. AUTHORITY OR PURPOSE														
Via: Assistant Chief of Staff, Logistics															11. VOUCHER NUMBER AND DATE														
1. Item															12. DATE SHIPPED														
2. National Stock Number															13. MODE OF SHIPMENT														
3. The above property is on charge to Dining Facility FC-303 and, upon change of the Responsible Officer, this property was found to be missing. An informal investigation was conducted by this unit with negative results. There is no evidence of culpable negligence. It is requested that this property be dropped from the dining facility's account.															14. BILL OF LADING NUMBER														
Approved:															15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.														
I. R. SMART Col USMC															16. SPECIAL HANDLING														
I. M. READY 1stLt USMC															17. SPECIAL HANDLING														
16. TRANSPORTATION VIA MATS OR MATS CHARGEABLE TO															18. SPECIAL HANDLING														
18. ISSUED BY															19. SPECIAL HANDLING														
CHECKED BY															20. SPECIAL HANDLING														
PACKED BY															21. SPECIAL HANDLING														
TOTAL CONTAINER															22. SPECIAL HANDLING														
TOTAL WEIGHT															23. SPECIAL HANDLING														
TOTAL CUBE															24. SPECIAL HANDLING														
TOTAL															25. SPECIAL HANDLING														
TOTAL															26. SPECIAL HANDLING														
TOTAL															27. SPECIAL HANDLING														
TOTAL															28. SPECIAL HANDLING														
TOTAL															29. SPECIAL HANDLING														
TOTAL															30. SPECIAL HANDLING														
TOTAL															31. SPECIAL HANDLING														
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TOTAL															42. SPECIAL HANDLING														
TOTAL															43. SPECIAL HANDLING														
TOTAL															44. SPECIAL HANDLING														
TOTAL															45. SPECIAL HANDLING														
TOTAL															46. SPECIAL HANDLING														
TOTAL															47. SPECIAL HANDLING														
TOTAL															48. SPECIAL HANDLING														
TOTAL															49. SPECIAL HANDLING														
TOTAL															50. SPECIAL HANDLING														

Figure 20.--Requisition and Invoice/Shipping Document (DD 1149)

MONTHLY MINOR PROPERTY INVENTORY

MCBCL 4440/7 (Rev. 8-80)

Dining Facility: FC-303

Organization: 2d FSSG

Date: 29 May 81

INSTRUCTIONS

- * COLUMN 1: As established by Base Food Service
- COLUMN 2: Previous month's beginning inventory
- COLUMN 3: Previous month's ending inventory
- COLUMN 4: Previous month's losses
- COLUMN 5: Purchases made this month from Self Service or Food Service Property
- COLUMN 6: Enter items received from other sources at no cost, i.e., Base Food Service Property, Command, etc.
- ** COLUMN 7: Total columns 3, 5, and 6
- COLUMN 8: Actual end of the month physical inventory on hand assets
- COLUMN 10: Current established price by unit of issue as depicted below
- COLUMNS 11, 12 and 13: Self Explanatory
- COLUMN 14: O&M Funds authorized current month
- COLUMN 15: O&M Funds expended current month
- COLUMN 16: GRAND TOTAL OF COLUMN 11

*The occupational clothing allowance appearing in column 1 will be the same totals reflected on the CMR. Non-recoverable losses of occupational clothing will be replaced by Base Food Service upon receipt of a statement from the applicable commanding officer.

** If column 4 is filled and column 5 is blank, explain on reverse of this form why items were not replaced.

If column 7 is less than column 1, explain on reverse why allowance is not being maintained.

ITEM	U/I	1 ESTAB. ALLOW.	Previous Month		4 LOSSES	5 PURCH. REPL.	6 OTHER SOURCES	7 THIS MO. BEGIN. INV.	8 THIS MO. END. INV.	9 LOSSES	10 UNIT COST	11 TOTAL COST LOSSES	12 TOTAL SHORTAGES (1 minus 8)
			2 BEGIN. INV.	3 END. INV.									
Trouser, white	pr	90	90	40	50	50		90	80	10	6.38	63.80	10
Jacket, white	ea	90	90	40	50	50		90	70	20	4.34	86.80	20
Plate, eating, 9"	ea	400	400	320	80			320	300	20	.46	9.20	100
Bowl, Soup	ea	160	160	148	12	12		160	160				
Plate B & B	ea	500	500	476	24	24		500	488	12	.48	5.76	12
Dish, 5 1/2 x 10 1/2"	ea	400	400	400				400	388	12	.37	4.44	12
Cup, 10 oz.	ea	300	300	276	24	24		300	288	12	.46	5.52	12
Tumbler, glass, 10 oz.	ea	400	400	388	12			388	376	12	.09	1.08	24
Knife, table	ea	400	400	388	12	12		400	400				
Fork, table	ea	400	400	364	36	36		400	400				
Spoon, table (dessert)	ea	400	400	400				400	376	24	.35	8.40	24
Spoon, tea	ea	480	480	480				480	480				
Tray, fiber glass	ea	400	400	400				400	400				
13: TOTAL MAN-DAYS FED	10,602		14: O&M Funds Authorized: \$1,166.22					15: O & M Funds Expended: \$1,143.10			16: GRAND TOTAL	\$185.00	
SIGNATURE OF RESPONSIBLE OFFICER: I. M. CORRECT 1st Lt.													SIGNATURE OF COMMANDING OFFICER: U. R. CERTIFIED COL.

Figure 21.--Monthly Minor Property Inventory

SAMPLE

Unit Heading

Code
File
Date

From: Dining Facility Officer, Dining Facility _____
To: Base Food Service Operations Officer

Subj: Syrup and CO² Containers; inventory of

1. I certify that the below inventory for the month of _____ is correct. Additionally, for inventory purposes, the containers being used in the soda dispensers were accounted for as empty.

Empty Soda Containers _____	Empty CO ² Containers _____
Full Soda Containers _____	Full CO ² Containers _____

2. The below data is a recapitulation of transactions that occurred during the month of _____ and indicates a loss/gain of the subject containers.

	<u>SODA</u>	<u>CO²</u>
Beginning Inventory (previous month's ending inventory)		
Containers Delivered (delivery bills)	+ _____	+ _____
Containers Picked Up (delivery bills)	- _____	- _____
Containers Accountable For		
Ending Inventory (current month)	_____	_____
Difference Between Ending Inventory and Containers Accountable For	LOSS/GAIN _____	LOSS/GAIN _____

(DINING FACILITY OFFICER'S SIGNATURE)

Figure 22.--Sample Format for Syrup and CO² Containers; inventory of

MCBCL 10120/5 FOOD SERVICE OCCUPATIONAL CLOTHING CHECKOUT SHEET

DATE _____

I certify that I, _____, have this date
 (Print Name)
 received the following items from Dining Facility _____,
 for which I hold myself responsible.

<u>ITEM</u>	<u>AMOUNT</u>
Trousers, white	_____
Jackets, white	_____
Aprons, white	_____

SIGNATURE _____

Figure 23.--Food Service Occupational Clothing Checkout Sheet

(Report Control Symbol (Exempt--No RCS Required))

QUALITY DEFICIENCY REPORT
(Category II)

SECTION I

1a. From (Originating point)				2a. To (Screening point)					
1b. Typed Name, Duty Phone and Signature				2b. Typed Name, Duty Phone and Signature					
3. Report Control No.		4. Date Deficiency Discovered		5. National Stock No. (NSN)		6. Nomenclature			
7. Manufacturer/Mfg. Code/Shipper			8. Mfg. Part No.		9. Serial/Lot/Batch No.		10. Contract/PO/Document No.		
11. Item <input type="checkbox"/> New <input type="checkbox"/> Repaired/Overhauled		12. Date Manufactured/Repaired/Overhauled		13. Operating Time at Failure		14. Government Furnished Material <input type="checkbox"/> Yes <input type="checkbox"/> No			
15. Quantity		a. Received		b. Inspected		c. Deficient		d. In Stock	
16. Deficient Item Works On/With		a. End Item (Aircraft, tank, ship, howitzer, etc.)		(1) Type/Model/Series				(2) Serial No.	
		b. Next Higher Assembly		(1) National Stock No. (NSN)		(2) Nomenclature		(3) Part No.	
17. Dollar Value		18. Est. Correction Cost		19. Item Under Warranty <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown		20. Work Unit Code/EIC (Navy and Air Force only)			
21. Action/Disposition <input type="checkbox"/> Holding Exhibit for _____ days <input type="checkbox"/> Released for Investigation <input type="checkbox"/> Returned to Stock/Disposed of <input type="checkbox"/> Repaired <input type="checkbox"/> Other (Explain in Item 22)									
22. Details (Describe, to best ability, what is wrong, how and why, circumstances prior to difficulty, description of difficulty, cause, action taken including disposition, recommendations. Identify with related item number. Include and list supporting documents. Continue on separate sheet if necessary.)									

SAMPLE

SECTION II

23a. To (Action Point)		24a. To (Support Point) (Use Items 25 and 26 if more than one)	
23b. Typed Name, Duty Phone and Signature		24b. Typed Name, Duty Phone and Signature	
25a. To (Support Point)		26a. To (Support Point)	
25b. Typed Name, Duty Phone and Signature		26b. Typed Name, Duty Phone and Signature	

SECTION III

27a. From (Action point)		28a. To (Screening point)	
27b. Typed Name, Duty Phone and Signature		28b. Typed Name, Duty Phone and Signature	
29. Specification No.		30. Originators Method of Notification	
		<input type="checkbox"/> SF 368 <input type="checkbox"/> Msg (Copy attached) <input type="checkbox"/> Phone Call/Visit	
31. Type of Shipment/Purchase			
Direct Delivery From Vendor: <input type="checkbox"/> Depot <input type="checkbox"/> Stock Item <input type="checkbox"/> Nonstock Item <input type="checkbox"/> Federal Supply Schedule <input type="checkbox"/> Other (Specify)			
32. Findings and Recommendations of Investigation (Explain in detail. Continue on a separate sheet of paper, if necessary.)			

SAMPLE

33. Action Taken	
34. Results of Depot Surveillance	
35. From (Screening point)	36. To (Originator)
37. Distribution	